Organization of the Government of Canada

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Preface

Last published in 1980, the *Organization of the Government of Canada*, (in French, *L'Administration fédérale du Canada*) is now being republished through a joint venture by The Canadian Chamber of Commerce and Canada Communication Group – Publishing Centre.

It is a useful guide to the federal government. A fold-out organization chart at the back shows the relationships of departments and agencies described in the book. Included are most departments, agencies and Crown corporations listed in the *Financial Administration Act*, the Main Estimates, and the *Public Service Staff Relations Act*, as well as a number of other agencies of interest.

This updated edition is divided into four main sections: the Crown, the Legislature, the Judiciary and the Executive. The same format is used for each department and agency. To make it easier to contact individual agencies, telephone numbers have been included under the heading "General Inquiries." Phone numbers are also given for many regional offices.

Applied titles have been used to determine the order of the book. If the legal title differs from the applied title, it appears immediately after the applied title. For example, the title "Agriculture Canada" is followed by "Department of Agriculture."

Wherever possible, organization charts are included. Some were not available, for a number of reasons. For instance, in some cases, a reorganization was taking place at the time of printing. Legal advisors shown on many charts are employees of the Department of Justice.

At the beginning of each section, the title of the Minister responsible for the department or agency is given. Members of the Canadian Ministry are listed on page 44; Members of Parliament are listed on pages 19 to 21, and Senators are listed on page 15.

Abbreviations and definitions, as well as other important reference information, can be found in the appendices.

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The Canadian System of Government

The Canadian federation was created in 1867 by an Act of the British Parliament called the *British North America Act*. On 17 April 1982, the *BNA Act* and its amendments were patriated and renamed the *Constitution Act, 1867* with the proclamation of the *Constitution Act, 1982*, which includes the *Canadian Charter of Rights and Freedoms*. The Constitution Acts form only part of the overall Canadian Constitution, which also includes certain Acts of Parliament, constitutional conventions, established practices and the relevant decisions of the courts.

Canada's Constitution, notably the *Constitution Act, 1867*, sets out the basic structure of the Canadian federation and its fundamental institutions, which are the Crown, Parliament, the Executive and the judicial system.

The Crown

Canada is a constitutional monarchy. Our head of state is the Queen of Canada, in whom all the powers of state are formally vested. Thus the executive, legislative and judicial functions of the Canadian state flow from the Crown. By Letters Patent issued by Her Majesty, the Governor General of Canada, formally exercises the powers of the Crown. The monarchy is constitutional in that the Queen, represented by the Governor General, acts on the advice of her ministers, who are responsible to Parliament.

Parliament and the Executive

Although they carry out separate legislative and executive functions, Parliament and the Executive are linked under the Canadian Constitution. They are connected through the Crown, which is at the apex of both institutions, and by the presence of responsible ministers in Parliament, since ministers are chosen from among members of Parliament. Ministers advise the Crown and are responsible to Parliament for the exercise of its powers.

In following the basic principle of responsible government, ministers answer to Parliament. This means they must retain the confidence of a majority of the elected members of the House of Commons in order to remain in office.

The Judicial System

One of the fundamental characteristics of the Canadian system of government is the rule of law, which makes everyone subject equally to the law. Thus Parliament and the government can only exercise those powers which are conferred on them by law, pursuant either to the Constitution, legislation or the common law.

In accordance with the importance of the rule of law, the independence of the judiciary is safeguarded under the Constitution. The courts and the judiciary therefore play a key role in the process of government by interpreting and applying the law, particularly since the advent of the *Charter*.

The Crown

The Queen

Her Majesty, Elizabeth II, Queen of Canada

Canada is a constitutional monarchy whose head of state is the Queen. The Sovereign's position is at the apex of the Canadian executive, legislative and judicial functions: the executive government of Canada is vested in the Queen; Parliament consists of the Crown, the Senate and the House of Commons; and all judicial functions are carried out in the Monarch's name.

The powers of the Canadian state flow from the Crown. In practice, they are exercised on the advice of ministers of the Crown who are responsible to and have the confidence of the House of Commons. Her Majesty's authority is exercised by her personal representative in Canada, the Governor General. However, certain powers, notably the appointment of the Governor General, are exercised by Her Majesty personally, on the Prime Minister's advice. The Queen is also the Sovereign of the Order of Canada and the Order of Military Merit.

Her Majesty's full title, as formally proclaimed at Ottawa on 29 May 1953, four days before her Coronation, is "Elizabeth the Second, by the Grace of God of the United Kingdom, Canada and Her Other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith" (*An Act respecting the Royal Style and Titles*).

The Governor General

His Excellency the Right Honourable
Ramon John Hnatyshyn
P.C., C.C., C.M.M., C.D., Q.C.
Governor General and Commander-in-Chief of Canada

His Excellency the Right Honourable Ramon John Hnatyshyn is the 24th Governor General since Confederation. He was sworn into office on 29 January 1990.

The Governor General is the representative of the Crown in Canada, and as such is authorized, by the *Letters Patent of 1947*, to exercise, on the advice of his or her Canadian ministers, all Her Majesty's powers and authorities in respect of Canada.

The Crown in Canada

The principal duty of the Governor General is to ensure that the country always has a Government, by making sure there is always a Prime Minister. If the position becomes vacant because of death or resignation, the Governor General sees that the post is filled.

As the Crown's representative, the Governor General summons, prorogues and dissolves Parliament. He or she delivers the speech from the Throne and gives Royal Assent to bills passed by both Houses of Parliament, thereby establishing them as law. The Governor General also signs orders-in-council, commissions and other state documents, and presides over the swearing-in of all members of the Privy Council. In almost all matters, the Governor General acts on the advice of the Ministry, and in certain matters on the advice of the Prime Minister.

The Governor General represents the Queen on visits abroad. He or she is also Commander-in-Chief of the Canadian Armed Forces. The Governor General receives accreditation papers from newly appointed ambassadors or high commissioners to Canada, and hosts heads of state and foreign dignitaries who are visiting Canada.

Honours System

The Governor General presides over the Canadian system of honours and officiates at the investitures of the Order of Canada, the Order of Military Merit and the Decorations for Bravery. The Governor General also heads the Canadian Heraldic Authority, which grants armorial bearings to Canadian organizations and individuals.

Office of the Secretary to the Governor General

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Minister

Prime Minister

Principal Officers

Secretary	– Judith A. LaRocque
Deputy Secretary, Operations	– Jean M. Sévigny
Deputy Secretary, Policy	– Anthony P. Smyth
Deputy Secretary, Chancellery	– Lt.-Gen. François Richard, C.M.M., C.D.
Senior Advisor	– Anna Biolik

Overall Responsibilities

The Office of the Secretary to the Governor General is designated as a department with the Prime Minister as its Minister responsible to Parliament. The Office offers support to the Governor General in conducting his or her constitutional, traditional and social obligations.

Organization and Programs

Secretary to the Governor General

As Deputy Head of the Department, the Secretary advises the Governor General on all matters pertaining to the Office. The incumbent is responsible for all aspects of management and operations, the provision of policy advice and liaison with other federal departments and members of the public. He or she is also Secretary General of Honours and Herald Chancellor of the Canadian Heraldic Authority.

The Senior Advisor in this area co-ordinates all activities related to the Governor General; the incumbent reviews briefings and submissions and advises the Governor General on specific issues; liaises with senior government officials and senior officers of non-government organizations/private sector concerning the Governor General's participation or involvement in events and issues.

The Senior Editorial Advisor advises the Governor General on all communications intended for the public, including speeches, communiqués and informational brochures.

Chancellery Branch

This Branch is responsible for the national system of orders, decorations and medals, including the development of a national honours policy for the Canadian Heraldic Authority and for a national Heraldry System. Two areas report to the Deputy Secretary:

- The Honours Directorate is responsible for the development, direction and co-ordination of all operations relating to the national system of orders, decorations and medals, for the integrity and independence of the system, and for the provision of national expertise in the areas of honours, both national and international.
- The Heraldry Directorate is responsible for developing, directing and co-ordinating the establishment and operation of the national heraldry program.

Policy Branch

This Banch is responsible for:

- policy recommendations related to the roles and responsibilities of the Governor General;
- policies, plans and briefing materials related to program and communications;
- liaison with other government bodies on policy, program planning and communications issues; and
- services in the areas of public relations, speech writing, research and drafting/editing of publications directed outside the OSGG, general correspondence and messages.

These areas report to the Deputy Secretary:

- The Policy and Planning Directorate advises the Governor General on Canadian cultural matters and activities and a range of policy issues. It develops, recommends and manages the Governor General's calendar of events and a range of special projects in support of the Governor General's program. It develops and co-ordinates briefing materials for events, meetings, conferences and visits and maintains Rideau Hall's library and archival assets. It also responds to general correspondence and patronage requests and formulates messages from the Governor General to governments, associations and individuals.
- The Information Services Directorate plans and implements public information programs for all OSGG and Governor General activities. It also monitors and evaluates public and media response, directs the preparation of all publications and manages photographic services.

Operations Branch
This Branch implements all program activities and is responsible for administrative support, management structures, systems and processes and related policy.

Four areas report to the Deputy Secretary:
- The Finance, Personnel and Administrative Directorate plans, organizes, directs and manages financial, personnel and administrative activities.
- The Program Implementation, Health, Safety and Security Directorate is responsible for planning and implementing the Governor General's activities in Canada and abroad; for liaising with officials from foreign and Canadian governments or organizations for event planning, including State and Royal visits; and for developing and implementing fire, security, health and safety policies and procedures.
- The Hospitality Directorate plans and organizes the hospitality aspects of events held at Rideau Hall, La Citadelle and elsewhere in Canada when the Governor General is hosting the event. This includes responsibility for guided tours of the official residences. It ensures that the personal needs of the Governor General, family and guests are met.
- The Director of Protocol and Ceremonial is responsible for all protocol and ceremonial aspects relating to major events; for the organization of all major cultural and hospitality events abroad; for providing protocol and ceremonial advice and for developing protocol and ceremonial policies.

Regional Offices

None

Parliamentary Committees

The House of Commons Standing Committee on Consumer and Corporate Affairs and Government Operations

The Legislature

(Parliament)

The Legislature (Parliament)

The federal legislative authority is vested in the Parliament of Canada, which consists of the Queen, represented by the Governor General; the Senate, whose members are appointed; and the elected House of Commons. The general legislative powers of Parliament are defined in Section 91 of the *Constitution Act, 1867*.

Parliamentary System

The Canadian parliamentary system is rooted in the *Constitution Act, 1867*. Long standing practices define the constitutional conventions that govern much of the workings of our system of parliamentary and Cabinet government. The members of the House of Commons are elected on the basis of universal adult suffrage. The leader of the political party able to command the support of a majority in the House of Commons is invited, by the Governor General, to form the Government.

The leader becomes the Prime Minister and selects ministers, usually from the ranks of his or her supporters in Parliament. By convention, ministers are MPs or Senators, or are prepared to present themselves for election shortly after their appointment. Together they form the Ministry and are responsible for formulating and implementing policies for governing the country.

In order to remain in office, the Ministry must be able to command the support of a majority of the members of the House of Commons on an issue of confidence.

The Legislative Process

In the words of the British legal scholar Sir William Anson: "The most prominent if not the most important function of Parliament is legislation ...." The government is responsible for preparing legislation and guiding it through Parliament. The *Minister of State and Leader of the Government in the House of Commons* manages the government's legislative agenda in the House and is responsible for directing House business and supervising the government's replies to questions in the House and parliamentary returns in general. Similar functions are exercised by the *Leader of the Government in the Senate*, who is a minister and as such a member of the Cabinet.

The acts or statutes adopted by Parliament in the exercise of its legislative powers are originally introduced as bills and may originate in either the Senate or the House of Commons; however, bills which appropriate any part of the public revenue or impose any tax must originate in the House of Commons.

In the House of Commons, all bills pass through three stages known as readings. The first, at the time the bill is tabled, is purely formal. On the second, the sponsoring minister explains the bill. The House gives it consideration in principle, and if satisfied, refers it to a parliamentary committee for a detailed, clause-by-clause review.

The committee then reports the bill to the House, with or without amendments, and at this stage any member may propose amendments. These are open to debate. Third reading follows, which allows for final review of the bill.

If the bill passes this last stage, it is sent to the Senate, where it goes through a similar procedure. Following passage in the Senate, the bill goes to the Governor General, or his or her deputy, who grants it Royal Assent, thereby completing the process by which legislation is enacted.

At this point, the bill becomes an Act of Parliament and has force of law, unless it contains a provision that it will come into force on a specific date or on a date to be fixed by proclamation. This specific date is issued by the Governor in Council.

Senate of Canada

Head Office

Parliament Buildings
Ottawa, Ontario
K1A 0A4

General Inquiries

(613) 995-1900

Appointed Officials

Speaker	– The Honourable Guy Charbonneau
Leader of the Government	– The Honourable Lowell Murray
Leader of the Opposition	– The Honourable Allan J. MacEachen

Principal Officers

Clerk	– Gordon Barnhart
Law Clerk and Parliamentary Counsel	– Raymond du Plessis
Co-ordinator Information Services	– Gordon Lovelace
Clerk Assistant	– Richard Greene
Gentleman Usher	– Vacant
Directors	
Finance	– Siroun Aghajanian
Personnel	– Dale M. Jarvis

Historical Background

Originally, the Senate consisted of three divisions: Ontario, Quebec and the Maritime Provinces. Each division was represented by 24 senators.

In 1915, a fourth division of 24 senators, representing the Western Provinces was created. As each new province entered the Union, it was given representation. Manitoba and British Columbia joined in 1871, Prince Edward Island in 1873, Saskatchewan and Alberta in 1905 and Newfoundland in 1949. In 1975, Parliament passed an act to entitle the Yukon Territory and the Northwest Territories to representation in the Senate.

At the present time, the Senate has 104 seats. The provinces have the following representation:

Newfoundland	– 6
Prince Edward Island	– 4
Nova Scotia	– 10
New Brunswick	– 10
Quebec	– 24
Ontario	– 24
Manitoba	– 6
Saskatchewan	– 6
Alberta	– 6
British Columbia	– 6
Yukon Territory	– 1
Northwest Territories	– 1

Senators are appointed by the Governor General and hold their place in the Senate until they reach the age of 75. The actual power of appointing senators resides, by constitutional usage, with the Prime Minister, whose advice the Governor General accepts.

Overall Responsibility

Under the *British North America Act*, bills for appropriating public revenues, for imposing a tax or money bills must originate in the House of Commons. In other respects, since both Houses must concur in every piece of legislation, the Senate has an equal voice with the House of Commons.

Organization and Programs

The Committee on Internal Economy, Budgets and Administration is responsible for the overall administration of the Senate. It considers any matter relating to the internal economy of the Senate, including budgetary matters and administration. It reports on its findings to the Senate as a whole.

Day-to-day operations are carried out by 10 sectors.

Clerk of the Senate and Clerk of the Parliaments

Appointed by Cabinet, the Clerk is the chief administrative officer of the Senate. Responsibilities include:

- managing day-to-day operations of the Senate;
- directing officials in supporting all aspects of the legislative process, from swearing in new Senators, to advising the Speaker on parliamentary procedure and interpretation of rules;
- overseeing the signing of documents by senators, at the beginning of each session, confirming they meet all constitutional requirements to take their seat in the chamber;
- printing and distributing all documentation concerning the legislative process;
- preparing the Senate's annual budget and exercising budgetary control; and
- chairing the management staff committee and serving as the link between managers and the Committee on Internal Economy, Budgets and Administration. This role is crucial to the development and implementation of internal administrative policies.

As Clerk of the Parliaments, the Clerk is custodian of all original Acts and certifies the authenticity of copies of these Acts.

The Clerk also participates in a heavy agenda of ceremonial, diplomatic and other functions.

Clerk Assistant
Appointed by the Senate, the Clerk Assistant:
- prepares the daily order of business and all relevant documents;
- briefs the Speaker;
- assists the Clerk with the business of the Senate;
- directs the Senate legislative services; and
- arranges for Royal Assent.

The Clerk Assistant is also the Clerk of the committee of the whole and of the Standing Committee on Standing Rules and Orders.

Law Clerk and Parliamentary Counsel
As chief legal advisor, the Law Clerk and Parliamentary Counsel functions as the Senate's parliamentary counsel, legislative draftsman, law clerk and corporate counsel.

Parliamentary counsel duties include giving legal opinions to the Senate, to committees and to individual senators on constitutional. questions on matters of parliamentary law, privelege and procedure and on other aspects of law. This includes questions of conflict of interest.

Legislative draftsman responsibilities involve advising Senators on the form and substance of government bills and proposed amendments to them. The Clerk also prepares private members' public bills, notices of motion, motions, notices of inquiry, amendments to bills, amendments to the Senate rules and Speaker's rulings.

Law clerk functions include arranging for the preparation of Senate bills and for printing bills introduced in the Senate.

Corporate Counsel duties include providing advice on questions of law relating to the administration of the Senate, including contracts, labour relations and personnel matters.

The Clerk is assisted by the Assistant Law Clerk and Parliamentary Counsel.

Gentleman Usher of the Black Rod
This office was created in England in the middle of the 14th century; its name is taken from the ebony rod topped with a gold lion which symbolizes dignity.

The office holder originally accompanied the Monarch on trips to the House of Lords. Later the Black Rod became a public servant. All countries of British origin, with an upper house, have a Gentleman Usher of the Black Rod.

The Black Rod is the personal attendant of the representative of Her Majesty in the Senate and is responsible for administering the opening of Parliament. In accordance with an ancient custom, the Black Rod is sent to the House of Commons to summon members to the Senate chamber at the opening or prorogation of Parliament and for Royal Assent to bills.

Appointed by Cabinet, the Black Rod is responsible for:
- security;
- certain maintenance services;
- assigning Senate office space; and
- performing special duties when dignitaries visit the Senate, during parliamentary conferences and for the installation of a succeeding Governor General.

The Black Rod is assisted by the Deputy Black Rod, who performs administrative duties.

Director of Committees and Private Legislation
The Director:
- manages administrative, clerical and secretarial services for all committees involving the Senate;
- petitions for private bills;
- advises Senators and others on questions on parliamentary practice and procedures;
- supervises committee clerks and the allocation of rooms to committees;
- ensures the attendance at Committees of reporters, translators and supporting staff, as required;
- acts as recording secretary to the Standing Committee on Internal Economy, Budgets and Administration and its sub-committees;
- serves as a clerk-at-the-table in the Chamber, when requested;
- maintains up-to-date knowledge of Commons proceedings and committees in anticipation of future Senate business;
- reviews administrative and clerical procedures; and
- conducts training and development programs for committee clerks and other branch staff.

Director of Personnel
The Director co-ordinates the development, implementation and monitoring of personnel policies, procedures, programs and systems for:
- compensation
- personnel services
- staffing
- staff relations
- classification
- official languages
- human resources planning and
- training

The Director also:
- advises management and employees on these policies, systems and procedures;
- monitors and evaluates existing programs; and
- ensures that approved policies, systems and practices are applied with consistency, economy, efficiency and effectiveness.

Director of Finance
The Director provides financial services to the Senate such as planning, reporting, controlling and evaluating functions. This includes:

- the preparation of multi-year operational plans;
- design and implementation of accounting systems;
- administering materiel management, printing and duplicating services and the Senate post office; and
- preparing monthly financial statements and comparing results with approved budgets, variance analysis and internal control.

Editors of Debates and Chiefs of Reporting Services
The English and French editors:

- prepare the daily edition of debates of the Senate (Hansard) for publication;
- co-ordinate preparation of the bound volume;
- direct the verbatim reporting services of the Senate and its committees;
- set editorial policy;
- determine the layout and treatment of the contents of Hansard;
- allocate reporting and transcribing staff;
- attend sittings in order to prepare headings for routine proceeedings and Question Period;
- manage the work of individual reporters and transcribers during sittings;
- direct the editing of copy and its revisions; and
- co-ordinate the collation of English and French texts.

Director of Journals
This Director prepares and prints the *Minutes of the Proceedings of the Senate* and the index for each sitting and for *Journals of the Senate* after each session. They are produced in both official languages.

Each sitting day, the Director ensures that:

- lists of documents, and the documents, to be tabled by the Government Leader are ready; and
- notices of motions, motions, notices of inquiries and written questions are prepared and ready.

The Director also:

- acts as one of the clerks-at-the-table, if required;
- looks after messages sent to the Commons by the Clerk of the Senate;
- has all bills ready for the Clerk's signature and for Royal Assent;
- ensures that the list of bills, which have received Royal Assent are prepared and distributed;
- prepares letters to be printed in the Canada Gazette with regards to Royal Assent or the opening or prorogation of Parliament;
- ensures that all changes to membership of committees are distributed as soon as received and they are printed in the *Minutes of the Proceedings*; and
- supervises the preparation and updating of the document entitled *Progress of Legislation*.

Co-ordinator of Information Services
Information Services is responsible for public information, media relations and student education. The Co-ordinator is the Senate's link with the media and organizes all press campaigns associated with the release of Senate committee reports.

The Branch:

- co-ordinates the access of television and film cameras to Senate precincts;
- manages live coverage of throne speeches and other state events in the Senate;
- looks after the development of the Senate channels on the OASIS parliamentary information system and other electronic initiatives; and
- administers the Senate seating plan, telephone lists, the Senate brochure and the periodical distribution of press clippings in *The Bulletin*.

The Committee has a membership of 15 senators, including a chairperson and a deputy-chairperson.

Regional Offices

None

Parliamentary Committees

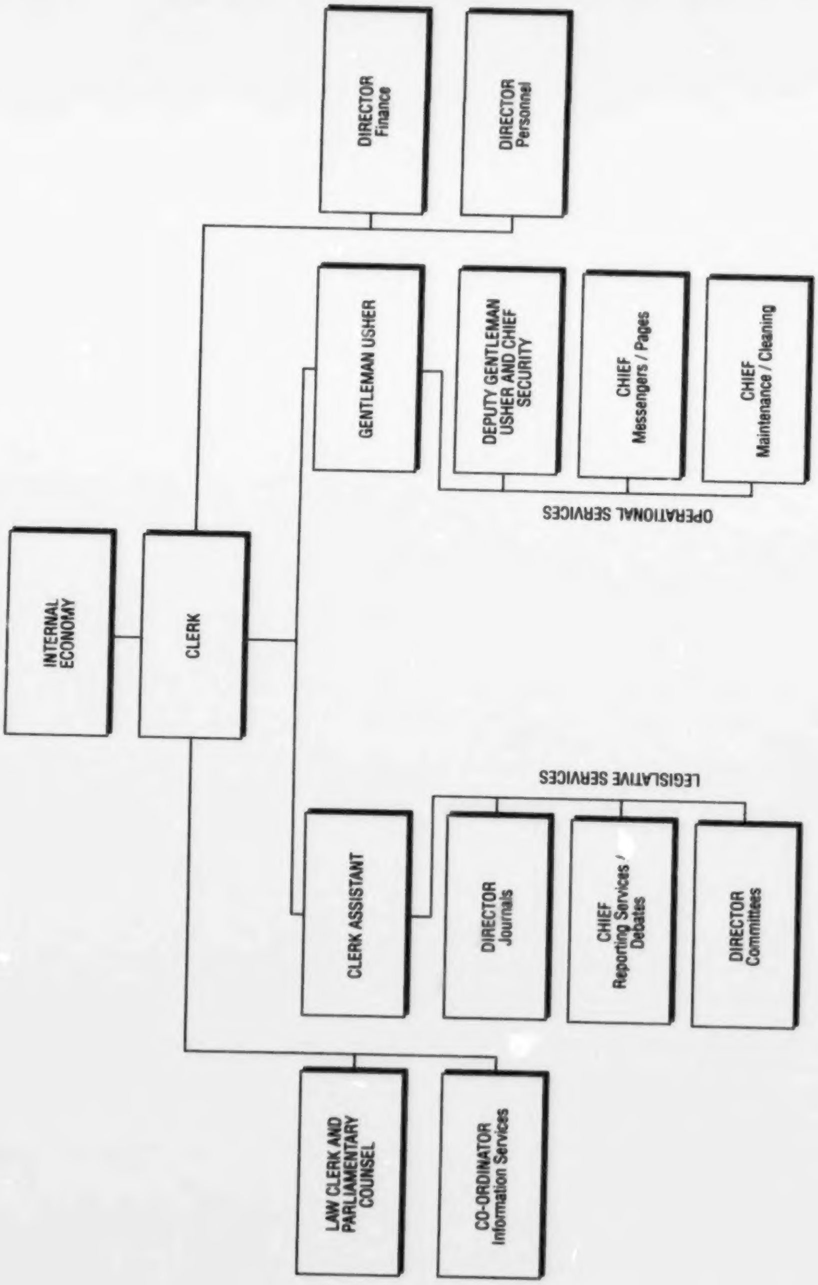
The following standing committees are established by the Senate at the beginning of each session:
Aboriginal Peoples
Agriculture and Forestry
Banking, Trade and Commerce
Energy and Natural Resources
Fisheries
Foreign Affairs
Internal Economy, Budgets and Administration
Legal and Consititional Affairs
National Finance
Official Languages (Joint)
Scrutiny of Regulations Selection (Joint)
Social Affairs, Science and Technology
Standing Rules and Orders
Transport and Communications

In certain instances the two Houses may unite in the formation of a special joint committee. The Senate may appoint special committees and may set the terms of reference, powers to be exercised and the duties to be undertaken.

Members of the Senate

Adams, Willie (Lib.), Northwest Territories
Anderson, Margaret (Lib.), New Brunswick
Argue, Hazen (Lib.), Saskatchewan
Atkins, Norman K. (P.C.), Ontario
Austin, Jack (Lib.), British Columbia
Balfour, James (P.C.), Saskatchewan
Barootes, E.W. (Staff) (P.C.), Saskatchewan
Beaudoin, Gérald (P.C.), Quebec
Beaulieu, Mario (P.C.), Quebec
Bélisle, Rhéal (P.C.), Ontario
Bielish, Martha P. (P.C.), Alberta
Bolduc, Roch (P.C.), Quebec
Bonnell, M. Lorne (Lib.), Prince Edward Island
Bosa, Peter (Lib.), Ontario
Buchanan, John (P.C.), Nova Scotia
Buckwold, Sidney L. (Lib.), Saskatchewan
Carney, Pat (P.C.), British Columbia
Chaput-Rolland, Solange (P.C.), Quebec
Charbonneau, Guy (P.C.), Quebec
Cochrane, Ethel (P.C.), Newfoundland
Cogger, Michel (P.C.), Quebec
Comeau, Gerald, (P.C.), Nova Scotia
Cools, Anne C. (Lib.), Ontario
Corbin, Eymard (Lib.), New Brunswick
Croll, David A. (Lib.), Ontario
Davey, Keith (Lib.), Ontario
David, Paul D. (P.C.), Quebec
De Bané, Pierre (Lib.), Quebec
Denis, Azellus (Lib.), Quebec
Di Nino, Consiglio (P.C.), Ontario
Doody, C. William (P.C.), Newfoundland
Doyle, Richard J. (P.C.), Ontario
Everett, Douglas D. (Ind.Lib.), Manitoba
Fairbairn, Joyce (Lib.), Alberta
Flynn, Jacques (P.C.), Quebec
Frith, Royce H. (Lib.), Ontario
Gigantès, Philippe D. (Lib.), Quebec
Grafstein, Jerahmiel S. (Lib.), Ontario
Graham, B. Alasdair (Lib.), Nova Scotia
Guay, Joseph-Philippe (Lib.), Manitoba
Haidasz, Stanley (Lib.), Ontario
Hastings, Earl A. (Lib.), Alberta
Hatfield, Richard (P.C.), New Brunswick
Hays, Daniel (Lib.), Alberta
Hébert, Jacques (Lib.), Quebec
Kelly, William M. (P.C.), Ontario
Kenny, Colin (Lib.), Ontario
Kinsella, Noel A. (P.C.), New Brunswick
Kirby, Michael (Lib.), Nova Scotia
Kolber, Leo (Lib.), Quebec
Lang, Daniel (Ind.), Ontario
Lawson, Edward M. (Ind.), British Columbia
Leblanc, Fernand (Lib.), Quebec
LeBlanc, Roméo (Lib.), New Brunswick
Lefebvre, Thomas (Lib.), Quebec
Lewis, P. Derek (Lib.), Newfoundland
Lucier, Paul (Lib.), Yukon
MacDonald, Finlay (P.C.), Nova Scotia
Macdonald, John M. (P.C.), Nova Scotia
MacEachen, Allan J. (Lib.), Nova Scotia
Macquarrie, Heath (P.C.), Prince Edward Island
Marchand, Len (Lib.), British Columbia
Marsden, Lorna (Lib.), Ontario
Marshall, Jack (P.C.), Newfoundland
Molgat, Gildas L. (Lib.), Manitoba
Molson, Hartland de M. (Ind.), Quebec
Muir, Robert (P.C.), Nova Scotia
Murray, Lowell (P.C.), Ontario
Neiman, Joan (Lib.), Ontario
Nurgitz, Nathan (P.C.), Manitoba
Oliver, Donald (P.C.), Nova Scotia
Olson, H.A. (Bud) (Lib.), Alberta
Ottenheimer, Gerald R. (P.C.), Newfoundland
Perrault, Raymond J. (Lib.), British Columbia
Petten, William J. (Lib.), Newfoundland
Philipps, Orville H. (P.C.), Prince Edward Island
Pitfield, P.M. (Ind.), Ontario
Poitras, Jean-Marie (P.C.), Quebec
Riel, Maurice (Lib.), Quebec
Rizzuto, Pietro (Lib.), Quebec
Robertson, Brenda Mary (P.C.), New Brunswick
Robichaud, Louis J. (Lib.), New Brunswick
Roblin, Duff (P.C.), Manitoba
Rossiter, Eileen (P.C.), Prince Edward Island
Simard, Jean-Maurice (P.C.), New Brunswick
Sparrow, Herbert O. (Lib.), Saskatchewan
Spivak, Mira (P.C.), Manitoba
Stanbury, Richard J. (Lib.), Ontario
Steuart, David G. (Lib.), Saskatchewan
Stewart, John B. (Lib.), Nova Scotia
Sylvain, John (P.C.), Quebec
Teed, Nancy (P.C.), New Brunswick
Stollery, Peter A. (Lib.), Ontario
Thériault, L. Norbert (Lib.), New Brunswick
Thompson, Andrew E. (Lib.), Ontario
Tremblay, Arthur (P.C.), Quebec
Turner, Charles (Lib.), Ontario
van Roggen, George C. (Lib.), British Columbia
Waters, Stan (Ref.), Alberta
Watt, Charlie (Lib.), Quebec
Wood, Dalia (Lib.), Quebec

The Senate of Canada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CLERK
DIRECTOR Finance
DIRECTOR Personnel
GENTLEMAN USHER
DEPUTY GENTLEMAN USHER AND CHIEF SECURITY
CHIEF Messengers / Pages
CHIEF Maintenance / Cleaning
OPERATIONAL SERVICES
CLERK ASSISTANT
DIRECTOR Journals
CHIEF Reporting Services / Debates
DIRECTOR Committees
LEGISLATIVE SERVICES
LAW CLERK AND PARLIAMENTARY COUNSEL
CO-ORDINATOR Information Services

House of Commons of Canada

Head Office

Ottawa, Ontario
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General Inquiries

(613) 992-4793
(613) 995-2266 TDD

Elected Officers

Speaker of the House of Commons	– The Honourable John A. Fraser, P.C., Q.C
Deputy Speaker and Chairman of Committees of the Whole	– The Honourable Andrée Champagne, P.C.
Deputy Chairman of Committees of the Whole	– The Honourable Steven E. Paproski, P.C.
Assistant Deputy Chairman of Committees of the Whole	– Vacant

Principal Officers

Clerk of the House of Commons	– Robert Marleau
Administrator	– E.A. Riedel
Sergeant-at-Arms	– Major-General M.G. Cloutier

Historical Background

The House of Commons predates Confederation, having originated from the parliamentary system of Westminster in Great Britain. The operations of the House of Commons are governed by the Constitution of Canada, a variety of federal statutes, the Standing Orders of the House and evolving practices and traditions.

Overall Responsibilities

The House of Commons is the elected legislative chamber of Canada's Parliament, the other component parts being the Senate and the Crown. To become law, all federal legislation must be passed by both the House of Commons and the Senate and receive Royal Assent.

The House of Commons comprises 295 elected Members representing 295 constituencies, or ridings, across Canada. Under the Constitution, Members are elected by universal suffrage; general elections must be held at least every five years.

Organization and Programs

The Speaker of the House of Commons, a sitting Member of the House elected to the speakership by his peers, presides over the deliberations of the House and is the senior administrative officer.

The Speaker receives management direction from the *Board of Internal Economy. The Board, composed of* government and opposition Members of the House of Commons and chaired by the Speaker, is responsible for the financial and administrative policies of the House.

Day-to-day administration of the House of Commons is the responsibility of three sectors.

The Clerk

As the chief procedural advisor to the Speaker and Members of the House of Commons, the Clerk:

- provides advice, research and support on procedural and legal matters;
- prepares House of Commons documents, such as the Votes and Proceedings and the Order Papers and Notices;
- keeps physical custody of parliamentary records and documents;
- reports, edits, indexes and publishes deliberations of the House and its committees;
- provides procedural advice, assistance and support to House committees; and
- organizes the participation of Canadian parliamentarians in the activities of parliamentary associations and official exchanges.

The Clerk of the House is assisted by four officers.

The Deputy Clerk manages:

- the Table Research Branch, which conducts research on parliamentary procedures and practices;
- the Public Bills Office, which provides procedural and administrative support to legislative committees and the report stage of the study of bills; and
- the Journals Branch and Private Members' Business Office, which maintain custody of House documents, prepares all daily and sessional papers except Hansard and provides information and advice on House and private members' business.

The Director General is responsible for:

- the Committee Branch, which provides procedural and administrative support to all standing and special committees;
- the Parliamentary Publications Directorate, which comprises French and English Debates (Hansard), the Index and Reference Branch, the Committee Reporting Service and the Centralized Support and Publications Branch;
- the Secretariat for Parliamentary Associations and Friendship Groups; and

- the Directorate of Parliamentary Exchanges and Protocol.

The Law Clerk and Parliamentary Counsel provides legal and legislative advice to the House and individual members and assists members in drafting legislation.

The Clerk Assistant looks after the Parliamentary Co-operation Program with the countries of Eastern Europe.

The Sergeant-at-Arms
In addition to safeguarding the authority of the House, the Sergeant-at-Arms:
- executes warrants issued by the Speaker;
- controls access to the House of Commons, preserves order; and
- manages all parliamentary buildings, assets and related services.

The Sergeant-at-Arms is assisted in carrying out these responsibilities by four officers.

The Deputy Sergeant-at-Arms:
- controls access to the Parliamentary Precinct;
- provides personal protection for designated individuals;
- conducts investigations; and
- provides fire safety and emergency services.

The Director, Members' Services:
- manages messenger and transportation services;
- provides administrative infrastructure to the Parliamentary Press Gallery;
- looks after page services to the Members;
- directs the program of the Dominion Carillonneur;
- manages all capital acquisitions for the Sergeant-at-Arms; and
- administers parking and traffic for the House of Commons.

The Director, Parliamentary Accommodation:
- administers all construction and repairs on Parliament Hill;
- plans and co-ordinates the utilization of space;
- provides design services;
- directs the House of Commons Curator who has custody of many artifacts and national treasures; and
- manages the Office of the Environment for the House of Commons.

The Director, Logistics:
- administers telecommunication services;
- outfits members' offices;
- provides members with auxiliary services such as barber, hairdresser, storage facilities, framing services, custom woodwork and office furnishings; and
- looks after maintenance, cleaning, recycling and other environmental services.

The Administrator
In addition to financial administration and control, the Administrator is reponsible for:
- personnel administration;
- provision of broadcasting, electronic and computer services;
- telecommunications policies;
- public information services;
- dining rooms and cafeterias;
- provision of administrative support functions such as language training, health services, printing, purchasing, materiel management, postal services, internal mail and distribution of publications; and
- internal audit.

The Administrator is assisted in carrying out these responsibilities by five officers.

The Comptroller manages financial administration, including processing of members' accounts, preparation of financial status reports for members and pay and benefits.

The Director General, Human Resources is responsible for all personnel matters, including staffing, training, staff relations, official languages, and nursing services.

The Director, Support and Information Systems manages broadcasting, computer, electronic and public information services, internal mail and distribution, post office, printing, purchasing, materiel management, office automation and telecommunications policies.

The Director, Parliamentary Restaurant Services looks after the Parliamentary Dining Room and cafeterias.

The Director, Internal Audit performs systematic and independent reviews of all operations under the Speaker's administrative jurisdiction. This service is provided to the Speaker, the Board of Internal Economy and all levels of management in the House.

Regional Offices

None

Statutes

Parliament of Canada Act
Members of Parliament Retiring Allowances Act
Official Residences Act
Parliamentary Employment and Staff Relations Act
Publication of Statutes Act
Salaries Act

House of Commons

Members of Parliament

Allmand, Hon. Warren (Lib) Quebec
Althouse, Vic (NDP) Saskatchewan
Anawak, Jack (Lib) Northwest Territories
Anderson, Edna (PC) Ontario
Andre, Hon. Harvie (PC) Alberta
Angus, Iain (NDP) Ontario
Arseneault, Guy (Lib) New Brunswick
Assad, Mark (Lib) Quebec
Atkinson, Ken (PC) Ontario
Attewell, Bill (PC) Ontario
Axworthy, Chris (NDP) Saskatchewan
Axworthy, Hon. Lloyd (Lib) Manitoba
Baker, George (Lib) Newfoundland
Barrett, David (NDP) British Columbia
Beatty, Hon. Perrin (PC) Ontario
Belair, Reginald (Lib) Ontario
Bellemare, Eugene (Lib) Ontario
Belsher, Ross (PC) British Columbia
Benjamin, Les (NDP) Saskatchewan
Berger, David (Lib) Quebec
Bernier, Gilles (PC) Quebec
Bertrand, Gabrielle (PC) Quebec
Bevilacqua, Maurizio (Lib) Ontario
Bird, J.W. (Bud) (PC) New Brunswick
Bjornson, David (PC) Manitoba
Black, Dawn (NDP) British Columbia
Blackburn, Derek (NDP) Ontario
Blackburn, Jean-Pierre (PC) Quebec
Blaikie, Bill (NDP) Manitoba
Blais, Hon. Pierre (PC) Quebec
Blenkarn, Don (PC) Ontario
Blondin, Ethel (Lib) Northwest Territories
Bosley, Hon. John (PC) Ontario
Bouchard, Hon. Benoît (PC) Quebec
Bouchard, Hon. Lucien (PC) Quebec
Boudria, Don (Lib) Ontario
Bourgault, Lise (PC) Quebec
Boyer, Patrick (PC) Ontario
Brewin, John (NDP) British Columbia
Brightwell, Harry (PC) Ontario
Browes, Pauline (PC) Ontario
Butland, Steve (NDP) Ontario
Caccia, Hon. Charles (Lib) Ontario
Cadieux, Hon. Pierre (PC) Quebec
Callbeck, Catherine (Lib) Prince Edward Island
Campbell, Coline (Lib) Nova Scotia
Campbell, Hon. Kim (PC) British Columbia
Cardiff, Murray (PC) Ontario
Casey, Bill (PC) Nova Scotia
Catterall, Marlene (Lib) Ontario
Chadwick, Harry (PC) Ontario
Champagne, Hon. Andrée (PC) Quebec
Champagne, Michel (PC) Quebec
Charest, Hon. Jean (PC) Quebec
Chartrand, Gilbert (PC) Quebec
Clancy, Mary (Lib) Nova Scotia
Clark, Rt. Hon. Joe (PC) Alberta
Clark, Lee (PC) Manitoba
Clifford, Terry (PC) Ontario
Cole, John (PC) Ontario
Collins, Hon. Mary (PC) British Columbia
Comuzzi, Joe (Lib) Ontario
Cook, Chuck (PC) British Columbia
Cooper, Albert (PC) Alberta
Copps, Sheila (Lib) Ontario
Corbeil, Hon. Jean (PC) Quebec
Corbett, Robert (PC) New Brunswick
Côté, Yvon (PC) Quebec
Couture, Clement (PC) Quebec
Crawford, Rex (Lib) Ontario
Crosbie, Hon. John (PC) Newfoundland
Crosby, Howard (PC) Nova Scotia
Danis, Hon. Marcel (PC) Quebec
Darling, Stan (PC) Ontario
de Cotret, Hon. Robert (PC) Quebec
Deblois, Charles (PC) Quebec
de Jong, Simon (NDP) Saskatchewan
Della Noce, Vincent (PC) Quebec
Desjardins, Gabriel (PC) Quebec
Dick, Hon. Paul (PC) Ontario
Dingwall, Dave (Lib) Nova Scotia
Dionne, Maurice (Lib) New Brunswick
Dobbie, Dorothy (PC) Manitoba
Domm, Bill (PC) Ontario
Dorin, Murray (PC) Alberta
Duhamel, Ronald (Lib) Manitoba
Duplessis, Suzanne (PC) Quebec
Edmonston, Phillip (NDP) Quebec
Edwards, Jim (PC) Alberta
Epp, Hon. Jake (PC) Manitoba
Fee, Doug (PC) Alberta
Feltham, Louise (PC) Alberta
Ferguson, Hon. Ralph (Lib) Ontario
Ferland, Marc (PC) Quebec
Finestone, Sheila (Lib) Quebec
Fisher, Ron (NDP) Saskatchewan
Flis, Jesse (Lib) Ontario
Fontaine, Gabriel (PC) Quebec
Fontana, Joe (Lib) Ontario
Foster, Maurice (Lib) Ontario
Fraser, Hon. John (PC) British Columbia
Fretz, Girve (PC) Ontario
Friesen, Benno (PC) British Columbia
Fulton, Jim (NDP) British Columbia
Funk, Ray (NDP) Saskatchewan
Gaffney, Beryl (Lib) Ontario
Gagliano, Alfonso (Lib) Quebec
Gardiner, Brian (NDP) British Columbia
Gauthier, Jean-Robert (Lib) Ontario
Gérin, François (PC) Quebec
Gibeau, Marie (PC) Quebec
Gray, Darryl (PC) Quebec
Gray, Hon. Herb (Lib) Ontario
Greene, Barbara (PC) Ontario
Grey, Deborah (Ref) Alberta

Guarnieri, Albina (Lib) Ontario
Guilbault, Jean-Guy (PC) Quebec
Gustafson, Len (PC) Saskatchewan
Halliday, Bruce (PC) Ontario
Harb, Mac (Lib) Ontario
Harvard, John (Lib) Manitoba
Harvey, André (PC) Quebec
Harvey, Ross (NDP) Alberta
Hawkes, Jim (PC) Alberta
Heap, Dan (NDP) Ontario
Hicks, Bob (PC) Ontario
Hockin, Hon. Tom (PC) Ontario
Hogue, J.-Pierre (PC) Quebec
Holtmann, Felix (PC) Manitoba
Hopkins, Len (Lib) Ontario
Horner, Bob (PC) Ontario
Horning, Al (PC) British Columbia
Hovdebo, Stan (NDP) Saskatchewan
Hudon, Jean-Guy (PC) Quebec
Hughes, Ken (PC) Alberta
Hunter, Lynn (NDP) British Columbia
Jacques, Carole (PC) Quebec
James, Ken (PC) Ontario
Jelinek, Hon. Otto (PC) Ontario
Johnson, Al (PC) Alberta
Joncas, Jean-Luc (PC) Quebec
Jordan, Jim (Lib) Ontario
Jourdenais, Fernand (PC) Quebec
Kaplan, Hon. Bob (Lib) Ontario
Karpoff, Jim (NDP) British Columbia
Karygiannis, Jim (Lib) Ontario
Kempling, Bill (PC) Ontario
Keyes, Stan (Lib) Ontario
Kilger, Bob (Lib) Ontario
Kilgour, David (PC) Alberta
Kindy, Alex (PC) Alberta
Koury, Allan (PC) Quebec
Kristiansen, Lyle (NDP) British Columbia
Landry, Hon. Monique (PC) Quebec
Langan, Joy (NDP) British Columbia
Langdon, Steven (NDP) Ontario
Langlois, Charles (PC) Quebec
Lapierre, Hon. Jean (Lib) Quebec
Laporte, Rod (NDP) Saskatchewan
Larrivee, Gaby (PC) Quebec
Layton, Hon. Robert (PC) Quebec
Leblanc, Francis (Lib) Nova Scotia
Leblanc, Nic (PC) Quebec
Lee, Derek (Lib) Ontario
Lewis, Hon. Doug (PC) Ontario
Littlechild, Wilton (PC) Alberta
Loiselle, Hon. Gilles (PC) Quebec
Lopez, Ricardo (PC) Quebec
MacAulay, Lawrence (Lib) Prince Edward Island
MacDonald, Hon. David (PC) Ontario
MacDonald, Ron (Lib) Nova Scotia
MacDougall, John (PC) Ontario
MacKay, Hon. Elmer (PC) Nova Scotia
MacLaren, Hon. Roy (Lib) Ontario
MacLellan, Russell (Lib) Nova Scotia
MacWilliam, Lyle (NDP) British Columbia
Maheu, Shirley (Lib) Quebec
Malone, Arnold (PC) Alberta
Manley, John (Lib) Ontario
Marchi, Sergio (Lib) Ontario
Marin, Charles-Eugène (PC) Quebec
Marleau, Diane (Lib) Ontario
Martin, Paul (Lib) Quebec
Martin, Hon. Shirley (PC) Ontario
Masse, Hon. Marcel (PC) Quebec
Mayer, Hon. Charles (PC) Manitoba
Mazankowski, Hon. Don (PC) Alberta
McCreath, Peter (PC) Nova Scotia
McCurdy, Howard (NDP) Ontario
McDermid, Hon. John (PC) Ontario
McDougall, Hon. Barbara (PC) Ontario
McGuire, Joe (Lib) Prince Edward Island
McKnight, Hon. Bill (PC) Saskatchewan
McLaughlin, Audrey (NDP) Yukon
McLean, Hon. Walter (PC) Ontario
Merrithew, Hon. Gerald (PC) New Brunswick
Mifflin, Fred (Lib) Newfoundland
Milliken, Peter (Lib) Ontario
Mills, Dennis (Lib) Ontario
Mitchell, Margaret (NDP) British Columbia
Mitges, Gus (PC) Ontario
Monteith, Ken (PC) Ontario
Moore, Barry (PC) Quebec
Mulroney, Rt. Hon. Brian (PC) Quebec
Murphy, Rod (NDP) Manitoba
Nault, Robert (Lib) Ontario
Nicholson, Rob (PC) Ontario
Nowlan, Pat (PC) Nova Scotia
Nunziata, John (Lib) Ontario
Nystrom, Lorne (NDP) Saskatchewan
O'Kurley, Brian (PC) Alberta
Oberle, Hon. Frank (PC) British Columbia
Ouellet, Hon. André (Lib) Quebec
Pagtakhan, Rey (Lib) Manitoba
Paproski, Hon. Steve (PC) Alberta
Parent, Gilbert (Lib) Ontario
Parker, Sid (NDP) British Columbia
Peterson, Jim (Lib) Ontario
Phinney, Beth (Lib) Ontario
Pickard, Jerry (Lib) Ontario
Plamondon, Louis (PC) Quebec
Plourde, André (PC) Quebec
Porter, Bob (PC) Alberta
Pronovost, Denis (PC) Quebec
Proud, George (Lib) Prince Edward Island
Prud'homme, Marcel (Lib) Quebec
Redway, Hon. Alan (PC) Ontario
Reid, Ross (PC) Newfoundland
Reimer, John (PC) Ontario
Richard, Guy (PC) Quebec
Richardson, Lee (PC) Alberta
Rideout, George (Lib) New Brunswick
Riis, Nelson (NDP) British Columbia

Robichaud, Fernand (Lib) New Brunswick
Robinson, Svend (NDP) British Columbia
Robitaille, Jean-Marc (PC) Quebec
Rocheleau, Gilles (Lib) Quebec
Rodriguez, John (NDP) Ontario
Rompkey, Hon. Bill (Lib) Newfoundland
Roy-Arcelin, Nicole (PC) Quebec
Samson, Cid (NDP) Ontario
Schneider, Larry (PC) Saskatchewan
Scott, Bill (PC) Ontario
Scott, Geoff (PC) Ontario
Shields, Jack (PC) Alberta
Siddon, Hon. Tom (PC) British Columbia
Simmons, Roger (Lib) Newfoundland
Skelly, Ray (NDP) Ontario
Skelly, Robert (NDP) British Columbia
Sobeski, Pat (PC) Ontario
Soetens, Rene (PC) Ontario
Sparrow, Barbara (PC) Alberta
Speller, Bob (Lib) Ontario
St-Julien, Guy (PC) Quebec
Stevenson, Ross (PC) Ontario
Stewart, Christine (Lib) Ontario
Stupich, David (NDP) British Columbia
Tardif, Monique (PC) Quebec
Taylor, Len (NDP) Saskatchewan
Tetreault, Jacques (PC) Quebec
Thacker, Blaine (PC) Alberta
Thompson, Greg (PC) New Brunswick
Thorkelson, Scott (PC) Alberta
Tobin, Brian (Lib) Newfoundland
Tremblay, Benoit (PC) Quebec
Tremblay, Marcel (PC) Quebec
Tremblay, Maurice (PC) Quebec
Turner, Garth (PC) Ontario
Turner, Rt. Hon. John (Lib) British Columbia
Valcourt, Hon. Bernard (PC) New Brunswick
Van de Walle, Walter (PC) Alberta
Vanclief, Lyle (Lib) Ontario
Vankoughnet, Bill (PC) Ontario
Venne, Pierrette (PC) Quebec
Vezina, Hon. Monique (PC) Quebec
Vien, Jacques (PC) Quebec
Vincent, Pierre H. (PC) Quebec
Volpe, Joseph (Lib) Ontario
Waddell, Ian (NDP) British Columbia
Walker, David (Lib) Manitoba
Wappel, Tom (Lib) Ontario
Weiner, Hon. Gerry (PC) Quebec
Wenman, Bob (PC) British Columbia
White, Brian (PC) Manitoba
Whittaker, Jack (NDP) British Columbia
Wilbee, Stan (PC) British Columbia
Wilson, Geoff (PC) Saskatchewan
Wilson, Hon. Michael (PC) Ontario
Winegard, Hon. William (PC) Ontario
Wood, Bob (Lib) Ontario
Worthy, Dave (PC) British Columbia
Young, Douglas (Lib) New Brunswick
Young, Neil (NDP) Ontario

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Principal Officers

Parliamentary Librarian	– Erik J. Spicer
Associate Parliamentary Librarian	– Richard Paré
Director, Information and Technical Services Branch	– Margot Montgomery
Director, Research Branch	– Hugh Finsten
Director, Administration and Personnel Branch	– Jean-Jacques Cardinal

Historical Background

The Library was created by the amalgamation of the legislative libraries of Upper and Lower Canada after the two provinces were united into the Province of Canada in 1841. The Library of Parliament was established in 1871 by an *Act in Relation to the Library of Parliament.*

Overall Responsibilities

The Library provides the Senate and the House of Commons with information, reference and research services, and is responsible for all books, paintings, maps and other effects in the joint possession of the Senate and the House of Commons.

Organization and Programs

The Library provides its services through two branches.

Informational and Technical Services Branch
In addition to selecting material for the collections, this Branch:

- provides source material and answers inquiries from Parliamentarians, their staff and accredited journalists from the Parliamentary Press Gallery;
- maintains a clipping service of news articles;
- prepares reading lists, compilations and indexes;
- operates branch libraries and reading rooms;
- lends materials; and
- provides an on-line catalogue and access to on-line data bases.

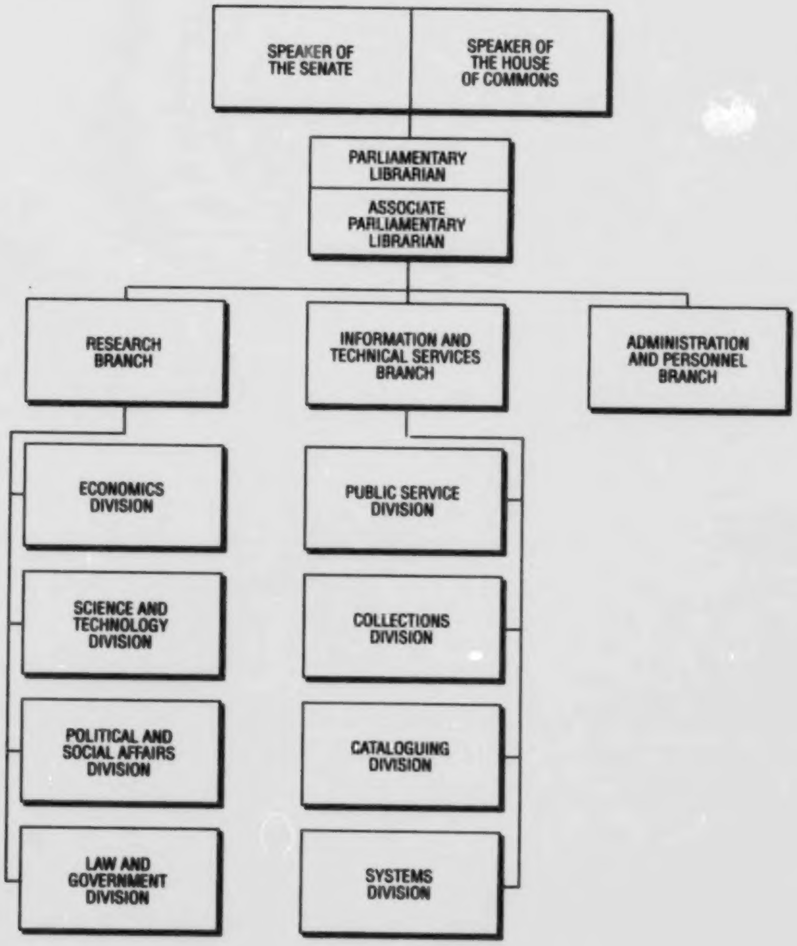
Research Branch
Established in 1965, this Branch provides parliamentarians with research papers, briefing notes, inquiries, consultations, briefings, current issue reviews, background papers, legislative summaries and public policy seminars.

The Library also operates branch libraries in the Confederation Building, La Promenade Building and the Wellington Building and reading rooms in the Confederation Building and the Centre Block.

Regional Offices

None

Library of Parliament


SPEAKER OF THE SENATE
SPEAKER OF THE HOUSE OF COMMONS
PARLIAMENTARY LIBRARIAN
ASSOCIATE PARLIAMENTARY LIBRARIAN
RESEARCH BRANCH
INFORMATION AND TECHNICAL SERVICES BRANCH
ADMINISTRATION AND PERSONNEL BRANCH
ECONOMICS DIVISION
SCIENCE AND TECHNOLOGY DIVISION
POLITICAL AND SOCIAL AFFAIRS DIVISION
LAW AND GOVERNMENT DIVISION
PUBLIC SERVICE DIVISION
COLLECTIONS DIVISION
CATALOGUING DIVISION
SYSTEMS DIVISION

The Judiciary

According to section 101 of the *Constitution Act, 1867*, the Parliament of Canada may provide for the constitution, maintenance and organization of a general court of appeal for Canada, and for the establishment of any additional courts for the better administration of the laws of Canada. Under this authority, Parliament established the Supreme Court of Canada, which is the country's final court of appeal; the Federal Court of Canada, which consists of the Federal Court of Appeal and the Federal Court – Trial Division; the Tax Court of Canada; and the Court Martial Appeal Court of Canada.

Several tribunals and boards that are designated by statute as courts of record, such as the National Energy Board and the Competition Tribunal, have also been established.

The *Constitution Act, 1867* provides that the Governor General shall appoint the judges of the Superior, District and County courts in each province except those of the Courts of Probate in Nova Scotia and New Brunswick. The salaries, allowances and pensions of the judges are fixed and provided by the Parliament of Canada (see the *Judges Act*). The *Constitution Act, 1867* also provides that Superior Court judges hold office during good behaviour, up until the age of 75 years, and are removable only by the Governor General on address of the Senate and House of Commons.

By virtue of the *Supreme Court Act* and the *Federal Court Act*, judges of those courts hold office during good behaviour up to the age of 70 years, in the Federal Court, or up to the age of 75 years, in the Supreme Court. Federal Court and Supreme Court judges are removable only by the Governor General on address of the Senate and House of Commons.

Canadian Judicial Council

Head Office
Place de Ville, Tower B
112 Kent Street, Suite 450
Ottawa, Ontario
K1A 0W8

General Inquiries
(613) 998-5182

Minister
Minister of Justice

Principal Officer
The Chief Justice of Canada, Chairman

Historical Background

The Canadian Judicial Council was established in 1971 by amendment to the *Judges Act*. It serves as a focal point for activities relating to the independence of the judiciary.

Before 1971, the chief justices of the ten provincial superior courts met periodically, on an informal basis, to discuss and exchange views and information on court administration. However, these meetings were dependent on the government making travel funds available to the chief justices, since there was no specific budget for this purpose.

Prior to the establishment of the Council, individual judges also had to find their own means of improving their judicial skills and legal knowledge. There were few programs relating to judicial education and no funds for this type of activity. Both difficulties were addressed when Parliament charged the Council with the responsibility for the continuing education of judges.

One of their most sensitive issues for the judiciary, as an independent body, is the investigation of complaints of alleged judicial misconduct and the procedures in the event that an allegation appears to be well-founded.

Formerly, complaints were investigated by the Minister of Justice, who not only became involved directly in the affairs of the judiciary but was exposed to criticism for such involvement. With the amendments to the *Judges Act*, the Council was assigned the responsibility for assessing and disposing of complaints and allegations about the conduct of federally appointed judges.

Overall Responsibilities

The Council consists of chief justices, associate chief justices, chief judges and associate chief judges of all courts whose members are appointed by the federal government.

According to its mandate, the Council:

- makes arrangements for the continuing education of judges;
- looks into the conduct of individual judges against whom complaints are made;
- provides a forum for developing consensus on matters of direct interest to judges; and
- makes representations to the government with respect to judicial salaries and benefits.

Much of the work of the Council is undertaken by a number of committees including: the Executive Committee, the Administration of Justice Committee, the Judicial Benefits Committee, the Judicial Conduct Committee, the Judicial Education Committee and Judicial Independence Committee.

Judicial Education Committee
This Committee organizes an annual seminar for federally appointed judges, instructs and works with the Canadian Institute for the Administration of Justice in providing an annual judgment writing seminar and a new federally appointed judges seminar. It authorizes payment of expenses incurred by judges who attend certain other conferences and seminars.

Regional Offices

None

Court Martial Appeal Court of Canada

Head Office

Supreme Court of Canada Building
Wellington Street
Ottawa, Ontario
K1A 0H9

Chief Justice

The Honourable Patrick M. Mahoney, P.C.
The Federal Court of Canada (Appeal Division)

Judges

The Honourable Louis Pratte
The Federal Court of Canada (Court of Appeal)
The Honourable Darrel V. Heald
The Federal Court of Canada (Court of Appeal)
The Honourable Frank U. Collier
The Federal Court of Canada (Trial Division)
The Honourable David N. Dickson
Supreme Court of New Brunswick
(Queen's Bench Division)
The Honourable Gordon L.S. Hart
Supreme Court of Nova Scotia (Appeal Division)
The Honourable John J. Urie
The Federal Court of Canada (Court of Appeal)
The Honourable George A. Addy
The Federal Court of Canada (Trial Division)
The Honourable Alphonse Barbeau
Superior Court of Quebec (Montreal District)
The Honourable James K. Hugessen
The Federal Court of Canada (Court of Appeal)
The Honourable Louis-Philippe Landry
Superior Court of Quebec (Hull District)
The Honourable Paul U.C. Rouleau
The Federal Court of Canada (Trial Division)
The Honourable John C. McNair
The Federal Court of Canada (Trial Division)
The Honourable Francis C. Muldoon
The Federal Court of Canada (Trial Division)
The Honourable Edward C. Malone
Court of Queen's Bench for Saskatchewan
The Honourable Arthur J. Stone
The Federal Court of Canada (Appeal Division)
The Honourable Barry L. Strayer
The Federal Court of Canada (Trial Division)
The Honourable Barbara J. Reed
The Federal Court of Canada (Trial Division)
The Honourable Yvon Pinard, P.C.
The Federal Court of Canada (Trial Division)
The Honourable Joseph H. Potts
Supreme Court of Ontario (Court of Appeal)
The Honourable J.S.G. Bud Cullen, P.C.
The Federal Court of Canada (Trial Division)
The Honourable L. Marcel Joyal
The Federal Court of Canada (Trial Division)
The Honourable Pierre Denault
The Federal Court of Canada (Trial Division)
The Honourable Mark R. MacGuigan, P.C.
The Federal Court of Canada (Appeal Division)
The Honourable Allyre Louis Sirois
Court of Queen's Bench for Saskatchewan
The Honourable Leonard A. Martin
The Federal Court of Canada (Trial Division)
The Honourable Yves Forest
Superior Court of Quebec (Montreal District)
The Honourable Jean-Eudes Dubé, P.C.
The Federal Court of Canada (Trial Division)
The Honourable Louis Marceau
The Federal Court of Canada (Appeal Division)
The Honourable Benjamin Hewak
Chief Justice, Court of Queen's Bench for Manitoba
The Honourable Alexander M. MacIntosh
Supreme Court of Nova Scotia (Trial Division)
The Honourable William J. Trainor
Supreme Court of British Columbia (Trial Division)
The Honourable Robert C. Rutherford
Supreme Court of Ontario (High Court of Justice)
The Honourable Charles C. Locke
Court of Appeal for British Columbia
The Honourable Lloyd G. McKenzie
Supreme Court of British Columbia (Trial Division)
The Honourable Hugh P. Legg
British Columbia Court of Appeal
The Honourable James A. Jerome, P.C.
Associate Chief Justice, The Federal Court of Canada
The Honourable Lawrence A. Poitras
Associate Chief Justice, Superior Court of Quebec
(Montreal District)
The Honourable John Watson Brooke
Supreme Court of Ontario (Court of Appeal)
The Honourable James Creighton Cavanagh
Court of Queen's Bench of Alberta
The Honourable Noel Herbert Allan Goodridge
Chief Justice of Newfoundland
The Honourable Jacques Vaillancourt
Superior Court of Quebec (Montreal District)
The Honourable D. Gordon Blair
Supreme Court of Ontario (Court of Appeal)
The Honourable François Chevalier
Superior Court of Quebec (Hull District)
The Honourable Mary J. Batten
Court of Queen's Bench for Saskatchewan
The Honourable Max M. Teitelbaum
The Federal Court of Canada (Trial Division)
The Honourable Frank Iacobucci
Chief Justice, The Federal Court of Canada
The Honourable William Andrew MacKay
The Federal Court of Canada (Trial Division)
The Honourable Alice Desjardins
The Federal Court of Canada (Appeal Division)

The Honourable Melvin E. Shannon
 Court of Queen's Bench of Alberta
The Honourable David C. McDonald
 Court of Queen's Bench of Alberta
The Honourable Elizabeth A. McFadyen
 Court of Queen's Bench of Alberta
The Honourable Joanne B. Veit
 Court of Queen's Bench of Alberta
The Honourable Robert Décary
 The Federal Court of Canada (Appeal Division)

Principal Officers of the Registry

Administrator of the Court	– Robert Biljan
Assistant Administrator	– Gerald Parlee
Judicial Administrator	– Joan Bond
Clerk of Process	– Donna Brierley

Historical Background

The Court Martial Appeal Court is a superior court of record established, in 1959, by an amendment to Section 190 of the *National Defence Act*.

Constitution of the Court

The Judges of the Court Martial Appeal Court must include not fewer than four judges of the Federal Court of Canada who, together with additional judges of a superior court of criminal jurisdiction, are designated and appointed by the Governor in Council. They each hold a separate patent for the Court Martial Appeal Court of Canada issued under the Great Seal of Canada. Three judges of the Court Martial Appeal Court constitute a quorum.

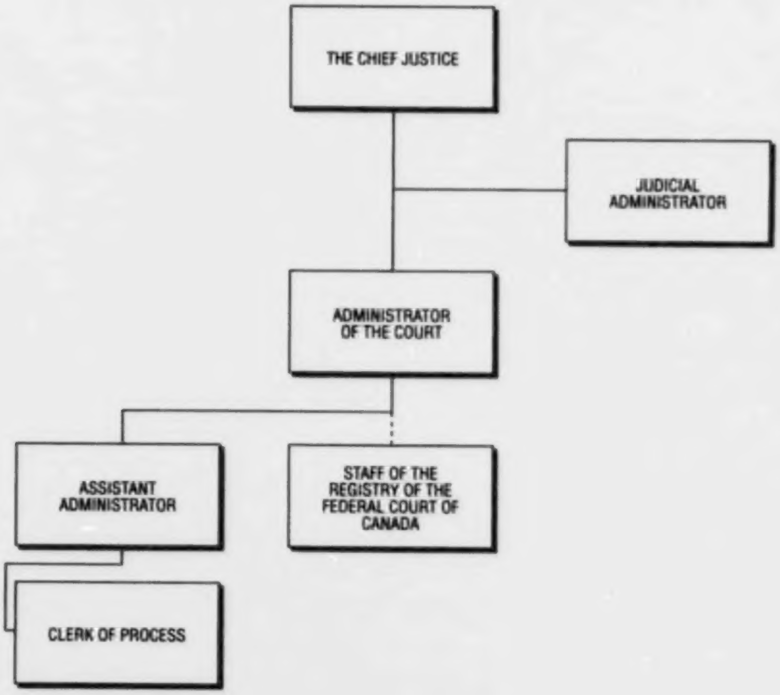
The appeal from the decisions of the Court Martial Appeal Court of Canada on point of law may be made to the Supreme Court of Canada.

The Court Martial Appeal Court of Canada may sit and hear appeals at any place in Canada or beyond Canada where Canadian Forces are situated.

Registry of the Court

The Administrator of the Federal Court of Canada is *ex officio* the Administrator of the Court Martial Appeal Court and the officers, clerks and employees appointed to the Federal Court perform the duties of their respective offices in relation to the Court Martial Appeal Court.

Court Martial Appeal Court of Canada


THE CHIEF JUSTICE
JUDICIAL ADMINISTRATOR
ADMINISTRATOR OF THE COURT
ASSISTANT ADMINISTRATOR
STAFF OF THE REGISTRY OF THE FEDERAL COURT OF CANADA
CLERK OF PROCESS

Federal Court of Canada

Head Office

Supreme Court of Canada Building
Wellington Street
Ottawa, Ontario
K1A 0H9

Chief Justice

The Honourable Frank Iacobucci

Associate Chief Justice

The Honourable James Alexander Jerome, P.C.

Appeal Division

Judges
The Honourable Mr. Justice Louis Pratte
The Honourable Mr. Justice Darrel Verner Heald
The Honourable Mr. Justice John J. Urie
The Honourable Mr. Justice Patrick M. Mahoney, P.C.
The Honourable Mr. Justice Louis Marceau
The Honourable Mr. Justice James K. Hugessen
The Honourable Mr. Justice Arthur J. Stone
The Honourable Mr. Justice Mark R. MacGuigan, P.C.
The Honourable Madame Justice Alice Desjardins
The Honourable Mr. Justice Robert Décary
The Honourable Mr. Justice Allen M. Linden

Trial Division

Judges
The Honourable Mr. Justice Frank U. Collier
The Honourable Mr. Justice George A. Addy
The Honourable Mr. Justice J.E. Dubé, P.C.
The Honourable Mr. Justice Paul U.C. Rouleau
The Honourable Mr. Justice Francis C. Muldoon
The Honourable Mr. Justice Barry L. Strayer
The Honourable Mr. Justice John C. McNair
The Honourable Madame Justice Barbara J. Reed
The Honourable Mr. Justice Pierre Denault
The Honourable Mr. Justice Yvon Pinard, P.C.
The Honourable Mr. Justice L. Marcel Joyal
The Honourable Mr. Justice Bud Cullen, P.C.
The Honourable Mr. Justice Leonard A. Martin
The Honourable Mr. Justice Max M. Teitelbaum
The Honourable Mr. Justice William Andrew MacKay

Senior Prothonotary – Jacques Lefebvre
Associate Senior Prothonotary – Peter A.K. Giles

Principal Officers of the Registry

Administrator of the Court – Robert Biljan
Deputy Administrators
  Appeal Division – Gerald Parlee
  Trial Division – Paul F. Scott
  Finance and Administration – Raymond P. Guenette
  Judicial Information Services – William Wendt
  Special Project – Pierre R. Gaudet
Judicial Administrators
  Appeal Division – Huguette R. Narum
  Trial Division – Pauline C. Bratt
District Administrators - Local Offices
  Montreal, Quebec – Monique Giroux
  Toronto, Ontario – John E. Clegg
  Vancouver, British Columbia – (Vacant)
  Halifax, Nova Scotia – François Pilon
  Edmonton, Alberta – R.O.J. Splane
  Calgary, Alberta – Dan J. Buell
  Winnipeg, Manitoba – Marjorie Lovell
  Quebec City, Quebec – Mireille Bonin
  Regina, Saskatchewan – Frederick C. Newis
  Saskatoon, Saskatchewan – Dennis Berezowski
  Fredericton, New Brunswick – A. M. DiGiacinto
  Saint John, New Brunswick – Georges Thériault
  St. John's, Newfoundland – Henry J. Thorne
  Charlottetown, Prince Edward Island – George MacMillan
  Yellowknife, Northwest Territories – Muriel Melinchuk
  Whitehorse, Yukon Territory – William R. Williamson

Historical Background

The predecessor of the Federal Court, the Exchequer Court of Canada, was established under the *Constitution Act*, 1867, which authorizes the creation of courts for the better administration of the laws of Canada. The Court was created a "court of the Crown's exchequer," with jurisdiction in suits against the government of Canada relating to taxation, and suits by the government for enforcement of federal revenue laws or relating to civil actions at common law or in equity. The Exchequer Court's broad jurisdiction in admiralty matters, which continues in the Federal Court of Canada, was comparable to that of the High Court of Justice in England.

Over the years, additional responsibilities were conferred on the Court, including jurisdiction to hear intellectual property proceedings involving patents, trade marks and copyrights. Parliament also expanded the remedies available to individuals in proceedings against the government. Amendments to the *Crown Liability Act* in 1953, gave individuals the right to proceed against the federal government as if it were a private citizen.

An important reform came with the reorganization of the Court in 1971 as the Federal Court of Canada. The Court was given new supervisory jurisdiction over proceedings of federal boards and commissions. The Federal Court of Appeal was created as an intermediate appeal court to hear appeals that were previously taken to the Supreme Court of Canada. It also received special judicial review jurisdiction and the authority to determine questions referred by federal boards and commissions.

Overall Responsibilities

The jurisdiction of the Federal Court of Canada spans a broad range of subject matter, including crown, admiralty, income tax, customs, citizenship appeals, intellectual property, public service, labour relations, transportation, communications, immigration, parole and penitentiary proceedings.

The Court has limited criminal jurisdiction, comprising proceedings for contempt of court, criminal proceedings relating to competition law, and quasi-criminal proceedings in other areas such as customs forfeiture cases.

Thus the Court's jurisdiction extends to cases of specialized jurisdiction and for which it has been deemed convenient to have a national forum. The jurisdiction is delineated in the *Federal Court Act*, and in a number of federal statutes.

Administrative Machinery of the Court

The Court has one Registry for all of Canada. That Registry consists of a principal office in Ottawa and other offices in the different parts of the country for the convenience of litigants.

The Administrator is the chief officer of the Court and has overall responsibility for the operation of the Registry, in the management of its offices and the control and supervision of the officers and employees of the Court. This includes the administration of legal proceedings within the Court in accordance with statutes and regulations and the directions of the Chief Justice.

The Administrator of the Federal Court of Canada is a Deputy of the Commissioner for Federal Judicial Affairs. Under direction of the Commissioner, the Administrator prepares budgetary submissions, and makes administrative arrangements for all reasonable requirements of the Federal Court. Reasonable requirements include: equipment, other supplies and services and the efficient operation of the premises.

Constitution of the Court

The Federal Court of Canada as constituted by the *Federal Court Act* is a court of law, equity and admiralty. It is a superior court of record having civil and criminal jurisdiction.

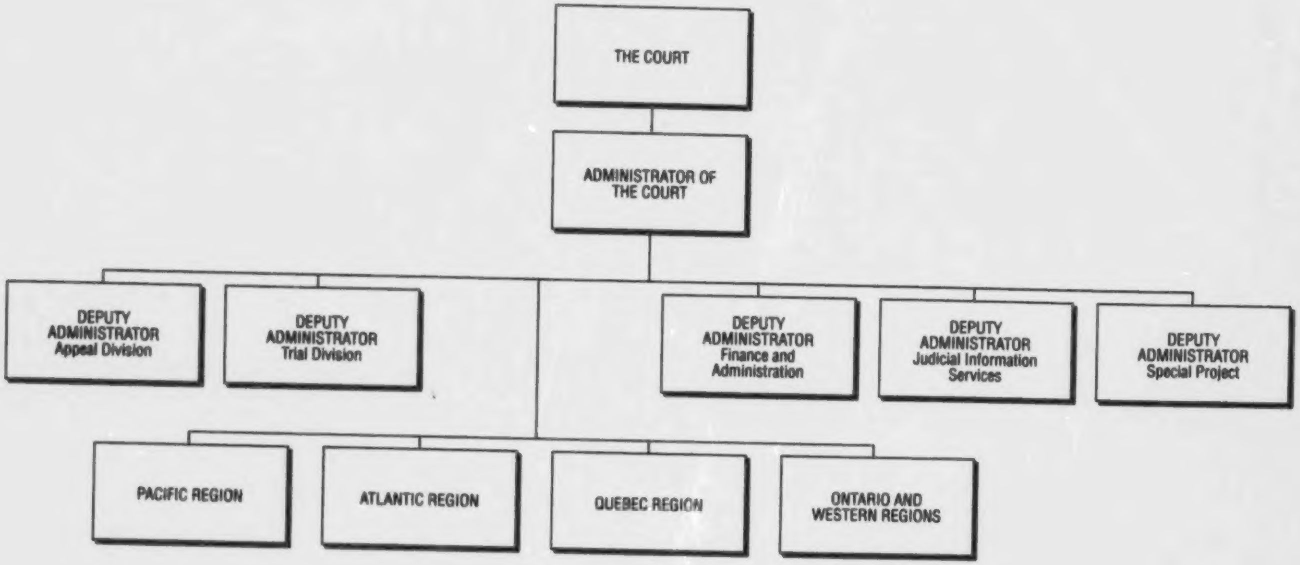
The Court is divided into two divisions - Appeal Division and Trial Division. The Appeal Division may be called the Court of Appeal or Federal Court of Appeal.

The Court of Appeal consists of the Chief Justice of the Federal Court of Canada and 10 other judges. The Trial Division consists of the Associate Chief Justice of the Federal Court of Canada and 13 other judges. Every judge is an *ex officio* member of the division of which he or she is not a regular member.

In addition to full-time judges, an added capacity to cope with the purely judicial work of the Court is provided by retired federally-appointed judges who act as deputy judges of the Court. Federally-appointed judges who are still in office may also provide this service, but only with the consent of the appropriate chief justice or attorney general. Former district judges in admiralty are also deputy judges of the Court and their services can be used on a limited basis.

While all the full-time judges must reside in or near the National Capital Region, each division of the Court can sit any place in Canada. The place and time of the sittings are arranged to suit the convenience of the litigants.

The Federal Court of Canada


THE COURT
ADMINISTRATOR OF THE COURT
DEPUTY ADMINISTRATOR Appeal Division
DEPUTY ADMINISTRATOR Trial Division
DEPUTY ADMINISTRATOR Finance and Administration
DEPUTY ADMINISTRATOR Judicial Information Services
DEPUTY ADMINISTRATOR Special Project
PACIFIC REGION
ATLANTIC REGION
QUEBEC REGION
ONTARIO AND WESTERN REGIONS

Supreme Court of Canada

Head Office

Supreme Court Building
Kent and Wellington Streets
Ottawa, Ontario
K1A 0J1

Chief Justice of Canada

The Right Honourable Antonio Lamer

Puisne Judges

The Honourable Madame Justice Bertha Wilson
The Honourable Mr. Justice Gérard V. La Forest
The Honourable Madame Justice Claire L'Heureux-Dubé
The Honourable Mr. Justice John Sopinka
The Honourable Mr. Justice Charles Doherty Gonthier
The Honourable Mr. Justice Peter deCarteret Cory
The Honourable Madame Justice Beverley McLachlin

Principal Officers

A/Registrar	– Anne Roland
Deputy Registrar and Chief Law Editor	– Anne Roland
Chief Librarian	– Diane Teeple
Director of Operations	– Michael Doherty

Historical Background

The Supreme Court of Canada was constituted in 1875 by an Act of Parliament and is now governed by the *Supreme Court Act*.

Overall Responsibilities

The Supreme Court is a general court of appeal from all other Canadian courts of law in both civil and criminal cases.

In most cases, appeals are heard by the Court only if leave is first given. Such leave, or permission, is granted when a case:

- involves a question of public importance; or
- raises an important issue of law or of mixed law and fact; or
- warrants consideration by the Court because of its nature or significance.

Leave to appeal to the Court may also be given by a provincial appellate court. There are also circumstances when leave is not required.

The Governor in Council may refer to the Supreme Court for its opinion or clarification of fact on:

- the interpretation of the *Constitution Acts*;
- the constitutionality or interpretation of any federal or provincial legislation or of the respective governments; and
- any point of law.

This function of the Canadian Supreme Court is unique among common-law countries.

Constitutional questions may also be raised in regular appeals involving individual litigants or governments or governmental agencies. In such cases the federal and provincial governments must be notified of the constitutional question and may intervene to argue it.

Organization and Programs

Members of the Court

The Supreme Court comprises a Chief Justice and eight puisne judges, (puisne meaning ranked after). All are appointed by the Governor in Council for terms of "good behaviour", and until the age of 75. They are chosen from among judges and lawyers of at least ten years' standing at a provincial bar. A minimum of three of the judges are appointed from Quebec. Supreme Court judges must live within 40 kilometres of the National Capital Region.

Four divisions administer the Court.

Registrar

The Registrar is responsible for all administrative work in the Court, including the appointment of senior officers and the management of the financial operations.

Deputy Registrar and Chief Law Editor

In addition to performing duties assigned by the Registrar, the Deputy Registrar is responsible for three divisions.

Supreme Court Reports

In addition to writing headnotes of the Court's judgments, this Division has them translated and undertakes a preliminary edit before their release. It also:

- edits and proofreads the judgments and headnotes for publication in the *Supreme Court Reports*;
- prepares and distributes the *Bulletin of Proceedings*; and
- releases information to the press which outlines the Court's agenda and lists the judgments rendered or to be rendered.

Process Registry

As the hub of all procedural and documentary activities at the Court, the Registry:

- processes records;
- directs the flow of all documents filed by the parties;
- records all events which take place during the life of a case;
- provides assistance in scheduling the Court's sittings; and
- finalizes the documentation of cases after judgments have been rendered.

Legal Affairs Secretariat

The Secretariat provides the judges of the Court with summaries of all appeals, applications for leave to appeal and other motions brought before the Court.

These summaries are available to Court staff, the legal community and members of the press. They include information on the nature of the case, the procedural history, the relevant legislative provisions and a summary of lower court decisions.

The Secretariat also acts as correspondence secretary for the Registrar and is responsible for the Court's tour program.

Supreme Court Library

The Library supports the research needs of the Court and the legal profession. Its collection is among the best in Canada and comprises more than 350 000 English and French volumes, covering both the common law and civil law systems.

In addition to obtaining and loaning books, and orienting and training users, the Library:

- provides factual and bibliographic information;
- routes selection information from law journals;
- undertakes daily legislative tracking;
- prepares indexes to unreported cases; and
- carries out analytical research for the Court.

Operations Division

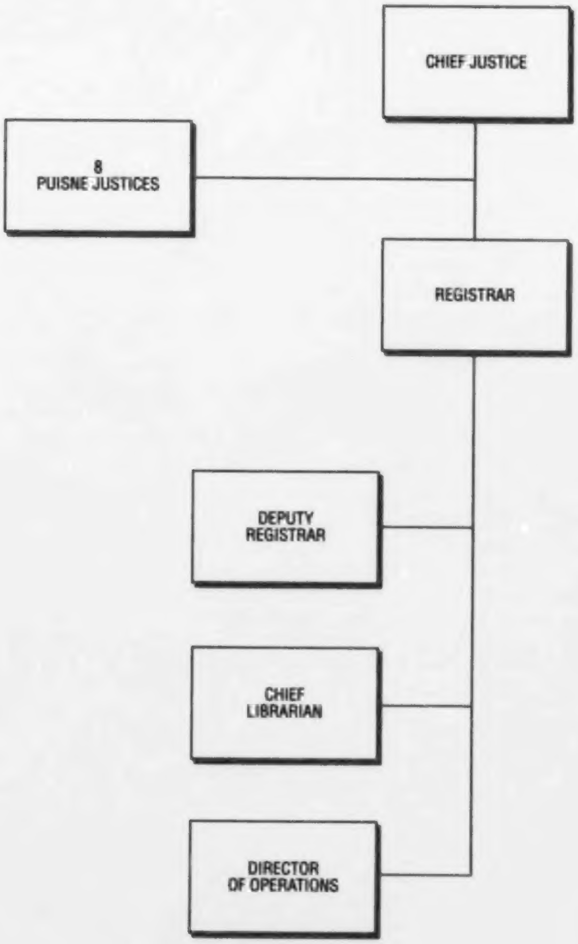
Managing the Court's financial, personnel and administrative support services is the responsibility of this Division. It is composed of three sections.

The Financial Services Division provides advice and support in budgeting, accounting and control systems and co-ordinates audit and program evaluation functions.

The Personnel Division, besides providing support under the terms of the Public Service Employment Act, administers the payment of salaries, allowances and annuities to the judges and retired judges and the payment of gratuities to surviving spouses of judges.

Administration is responsible for security, accommodation, purchasing and records management services.

Supreme Court of Canada


CHIEF JUSTICE
8 PUISNE JUSTICES
REGISTRAR
DEPUTY REGISTRAR
CHIEF LIBRARIAN
DIRECTOR OF OPERATIONS

Tax Court of Canada

Head Office

200 Kent Street
Centennial Towers
Ottawa, Ontario
KIA 0M1
(613) 992-0901

The Court

Chief Judge
The Honourable Jean-Claude Couture

Associate Chief Judge
The Honourable Donald H. Christie

Judges
- The Honourable Guy Tremblay
- The Honourable Delmer E. Taylor
- The Honourable Michael J. Bonner
- The Honourable Alexander A. Sarchuk
- The Honourable Gerald J. Rip
- The Honourable J. Albert Brulé
- The Honourable Wallis Kempo
- The Honourable Alban Garon
- The Honourable Gordon Teskey
- The Honourable Murray A. Mogan
- The Honourable Louise Lamarre Proulx
- The Honourable Dean Hamlyn
- The Honourable David W. Beaubier
- The Honourable Ronald E. Sobier

Supernumerary Judges
- The Honourable Roland St-Onge
- The Honourable John B. Goetz

Principal Officers

Registrar	– (Vacant)
Deputy Registrar	– Michael L. Artelle
Assistant Deputy Registrar	– J.D. Carol Létang

Historical Background

The Tax Court of Canada was established by the *Tax Court of Canada Act*, 1983. It replaced the Tax Review Board, whose members became judges. On 22 September 1988, an *Act to Amend the Tax Court of Canada Act and other Acts in consequence thereof* received Royal Assent. Some provisions of this new legislation came into force on 29 September 1988 and the remainder should be enforced in 1990.

Overall Responsibilities

Under the previous legislation, the Court has exclusive jurisdiction to hear and determine references and appeals on matters arising under the *Income Tax Act*, the *Canada Pension Plan*, the *Old Age Security Act*, the *Petroleum and Gas Revenue Tax Act* and Part IV of the *Unemployment Insurance Act*. The Court also hears and determines appeals under the *War Veterans Allowance Act* and the *Civilian War Pensions and Allowances Act* following adjudication of the Veterans Appeal Board.

Appeals regarding assessments or reassessments under the Income Tax Act are dealt with in two ways: the first is a quick and informal process followed when the amount at issue is less than $7000. In these instances, paperwork is kept to a minimum and, generally speaking, the rules of evidence are not stringently applied. Deadlines are set to ensure a minimum of delay. The second, and general, procedure is analagous to that in the Federal Court - Trial Division, with the rules of evidence being applied in the ordinary way. Practice and procedure in appeals, other than those under the *Income Tax Act*, are governed by the other rules, for example, *Tax Court of Canada Rules of Procedure respecting the Unemployment Insurance Act*.

Income tax appeals shall continue to be heard in major centres throughout Canada, but appeals under the *Unemployment Insurance Act*, the *Canada Pension Plan*, the *Old Age Security Act*, the *Petroleum and Gas Revenue Tax Act*, the *War Veterans Allowance Act* and the *Civilian War Pensions and Allowances Act* will be heard in smaller communities as well.

Organization and Programs

The Court
The role of the Tax Court of Canada is to provide an easily accessible and independent forum in which disputes between taxpayers and the Minister of National Revenue may be settled quickly and fairly.

The Court, with its headquarters in Ottawa, now consists of the Chief Judge, the Associate Chief Judge and not more than 16 other judges, who are appointed by the Governor in Council, and two Supernumerary Judges. To help expedite the hearing of appeals, the Chief Judge has authority to ask any superior, county, district or provincial court judge or former judge, to act as a deputy judge of the Court. There are currently five former judges of other courts who are employed as deputy judges.

The Chief Judge apportions the work among the judges and assigns individual judges to specific sittings of the Court. The Court has its own accommodation in Vancouver, London, Toronto, Ottawa and Montreal, and shares with the Federal Court of Canada in Edmonton, Calgary, Winnipeg and Quebec City. It sits at various other locations throughout Canada and ensures a sitting in each province at least once a year.

The Registrar
The Registrar has two major areas of responsibility. As the Deputy to the Commissioner for Federal Judicial Affairs, the Registrar is the Deputy Head of the Registry of the Court. (The Commissioner for Federal Judicial Affairs reports to the Minister of Justice.) As the Clerk and Principal Officer of the Court, the Registrar is responsible for the administration of the Court and is assisted by the Deputy Registrar.

The Registry
The Registry of the Tax Court of Canada provides the Court with hearings co-ordination; Court reporters; Court registrars; mail and messenger services; appeals processing; records management; library services; advice and assistance to the litigants regarding the practice and procedures of the Court; as well as all the other services usually required by a Department, such as: financial management services, administrative services and personnel services.

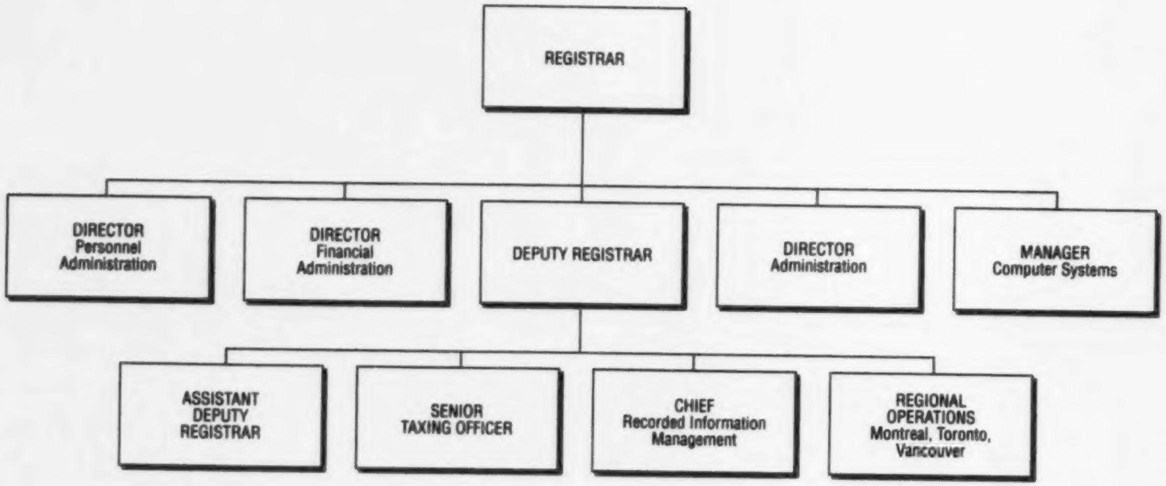
Regional Offices

Montreal
La Maison du Barreau, 3rd Floor
445 St-Laurent Boulevard.
Montreal, Quebec
(514) 283-9912

Toronto
Sun Life Centre, Suite 902
200 King Street West
Toronto, Ontario
(416) 973-9181

Vancouver
700 West Georgia Street
Pacific Centre, 17th Floor
Vancouver, British Columbia
(604) 666-7987

Tax Court of Canada


REGISTRAR
DIRECTOR Personnel Administration
DIRECTOR Financial Administration
DEPUTY REGISTRAR
DIRECTOR Administration
MANAGER Computer Systems
ASSISTANT DEPUTY REGISTRAR
SENIOR TAXING OFFICER
CHIEF Recorded Information Management
REGIONAL OPERATIONS Montreal, Toronto, Vancouver

The Executive

The Executive

The executive government in Canada is vested in the Queen by the *Constitution Act, 1867*. The executive powers consist of:

- those derived from the Constitution Acts;
- legislative authority conferred by Parliament; and
- prerogative powers, which are the residual authority of the Sovereign as Head of State.

The executive authority vested in the Queen is exercised by her representative in Canada, the Governor General, on the advice of the Ministry, which is composed of ministers of the Crown and is responsible to and has the confidence of the House of Commons.

Privy Council

The *Constitution Act, 1867* provides for a council to "aid and advise in the government of Canada, to be styled the Queen's Privy Council for Canada." The Privy Council is an advisory body to the Crown. Its members are appointed for life by the Governor General on the Prime Minister's recommendation. They include all cabinet ministers, all former ministers and various distinguished individuals appointed as a mark of honour. The Privy Council is to some extent an honorific body, its practical importance being that membership is an essential requirement for holding ministerial office. The constitutional function of the Privy Council is fulfilled by the Committee of Council which comprises the members of the Ministry (Cabinet).

Governor General in Council

In principle, the Governor General acts on, and is bound by, the advice of responsible ministers. The Governor General acts on the advice of the Privy Council, and such actions, usually in the form of orders-in-council, are said to be taken by the Governor General in Council, as provided in the *Constitution Act, 1867*. For most practical purposes, the Governor in Council is the Cabinet, or a quorum thereof, tendering formal advice to the Governor General on matters that require the Crown's sanction.

It is a fundamental convention of the Constitution that only those privy councillors who are members of the Ministry advise the Crown. This is usually done through the Committee of Council.

Cabinet

The Cabinet is an informal, political body. It is, nonetheless, fundamental to constitutional government. It is made up of the members of the Privy Council currently holding ministerial office, and its composition is, therefore, identical to the Committee of Council.

The Cabinet is the collective decision-making forum where ministers reach a final consensus on important government matters, under the Prime Minister's leadership. The Prime Minister determines the Cabinet's membership and organization. Currently, all members of the Ministry are also members of the Cabinet. It should be noted that while the Cabinet is the Prime Minister's forum, the Ministry is a creature of the Crown.

Members of Cabinet are collectively responsible to Parliament for their actions and they remain in office only as long as they retain the confidence, that is, the support of the majority, of the House of Commons. The unity and cohesion of the Ministry is therefore essential to maintain Parliament's support.

Prime Minister

The Prime Minister is appointed by the Governor General and is commissioned to form the government. As head of the government, he or she is responsible for providing the cohesion and direction necessary to its unity.

The Prime Minister's position is pre-eminent among ministers. As the chief advisor to the Governor General, the overall responsibility to Parliament for the policies and management of the government rests on the Prime Minister's shoulders.

The conventional powers of the Prime Minister are essential to making our system of responsible government work. The Prime Minister recommends the appointment of ministers and other privy councillors, senators, lieutenant governors, chief justices, as well as certain senior officials, such as deputy ministers and heads of agencies. The Prime Minister establishes the organization, membership and agenda of Cabinet and its committees, and is also responsible for the overall organization of the government.

Ministers

Ministers are appointed by the Governor General, on the Prime Minister's recommendation. They are chosen from among the members of the House of Commons or Senate, or they seek election to the House of Commons shortly after their appointment. Newly appointed ministers are sworn to the Privy Council.

All ministers are members of Cabinet. Some head departments, while others are assigned to assist. Ministers are individually responsible for the exercise of the powers, duties and functions conferred on them. All ministers are also bound by the convention of collective responsibility.

The Canadian Ministry

The Right Honourable Martin Brian Mulroney
Prime Minister
The Right Honourable Charles Joseph Clark
Secretary of State for External Affairs
The Honourable John Carnell Crosbie
Minister for International Trade
The Honourable Donald Frank Mazankowski
Deputy Prime Minister, President of the Queen's Privy Council for Canada and Minister of Agriculture
The Honourable Elmer MacIntosh MacKay
Minister of Public Works and Minister for the purposes of the *Atlantic Canada Opportunities Agency Act*
The Honourable Arthur Jacob Epp
Minister of Energy, Mines and Resources
The Honourable Robert R. de Cotret
President of the Treasury Board and Acting Minister of the Environment
The Honourable Henry Perrin Beatty
Minister of National Health and Welfare
The Honourable Michael Holcombe Wilson
Minister of Finance
The Honourable Harvie Andre
Minister of State and Leader of the Government in the House of Commons
The Honourable Otto John Jelinek
Minister of National Revenue
The Honourable Thomas Edward Siddon
Minister of Indian Affairs and Northern Development
The Honourable Charles James Mayer
Minister of Western Economic Diversification and Minister of State (Grains and Oilseeds)
The Honourable William Hunter McKnight
Minister of National Defence
The Honourable Benoît Bouchard
Minister of Industry, Science and Technology
The Honourable Marcel Masse
Minister of Communications
The Honourable Barbara Jean McDougall
Minister of Employment and Immigration
The Honourable Gerald Stairs Merrithew
Minister of Veterans Affairs
The Honourable Monique Vézina
Minister of State (Employment and Immigration) and Minister of State (Seniors)
The Honourable Frank Oberle
Minister of Forestry
The Honourable Lowell Murray
Leader of the Government in the Senate and Minister of State (Federal-Provincial Relations)
The Honourable Paul Wyatt Dick
Minister of Supply and Services
The Honourable Pierre H. Cadieux
Solicitor General of Canada
The Honourable Thomas Hockin
Minister of State (Small Businesses and Tourism)
The Honourable Monique Landry
Minister for External Relations
The Honourable Bernard Valcourt
Minister of Fisheries and Oceans
The Honourable Gerry Weiner
Secretary of State of Canada and Minister of State (Multiculturalism and Citizenship)
The Honourable Douglas Grinslade Lewis
Minister of Transport
The Honourable Pierre Blais
Minister of Consumer and Corporate Affairs and Minister of State (Agriculture)
The Honourable John Horton McDermid
Minister of State (Privatization and Regulatory Affairs)
The Honourable Shirley Martin
Minister of State (Indian Affairs and Northern Development)
The Honourable Mary Collins
Associate Minister of National Defence and Minister responsible for the Status of Women
The Honourable Alan Redway
Minister of State (Housing)
The Honourable William Charles Winegard
Minister for Science
The Honourable Kim Campbell
Minister of Justice and Attorney General of Canada
The Honourable Jean Corbeil
Minister of Labour and Minister of State (Transport)
The Honourable Gilles Loiselle
Minister of State (Finance)
The Honourable Marcel Danis
Minister of State (Youth) and Minister of State (Fitness and Amateur Sport) and Deputy Leader of the Government in the House of Commons

Cabinet Committees and Membership

Priorities and Planning
Chairperson
The Right Honourable B. Mulroney
Vice-Chairperson
The Honourable D. Mazankowski
Members
The Right Honourable J. Clark
The Honourable J. Crosbie
The Honourable E. MacKay
The Honourable J. Epp
The Honourable R. de Cotret
The Honourable P. Beatty
The Honourable M. Wilson
The Honourable H. Andre
The Honourable T. Siddon
The Honourable W. McKnight
The Honourable B. Bouchard
The Honourable M. Masse
The Honourable B. McDougall
The Honourable L. Murray
The Honourable B. Valcourt
The Honourable G. Weiner
The Honourable D. Lewis
The Honourable K. Campbell

Expenditure Review
Chairperson The Right Honourable B. Mulroney
Vice-Chairperson
The Honourable D. Mazankowski
Members
The Honourable J. Crosbie
The Honourable R. de Cotret
The Honourable M. Wilson
The Honourable H. Andre
The Honourable W. McKnight
The Honourable L. Murray
The Honourable B. Valcourt
The Honourable K. Campbell

Operations
Chairperson
The Honourable D. Mazankowski
Members
The Right Honourable J. Clark
The Honourable J. Crosbie
The Honourable R. de Cotret
The Honourable M. Wilson
The Honourable H. Andre
The Honourable B. McDougall
The Honourable L. Murray

Communications
Chairperson
The Honourable L. Murray
Vice-Chairperson
The Honourable M. Masse
Members
The Honourable P. Beatty
The Honourable B. Bouchard
The Honourable B. Valcourt
The Honourable J. McDermid
The Honourable M. Collins

Cultural Affairs and National Identity
Chairperson
The Honourable M. Masse
Vice-Chairperson
The Honourable O. Jelinek
The Honourable J. Epp
The Honourable T. Siddon
The Honourable W. McKnight
The Honourable G. Merrithew
The Honourable P. Dick
The Honourable G. Weiner
The Honourable K. Campbell
The Honourable M. Danis

Economic Policy
Chairperson
The Honourable R. de Cotret
Vice-Chairperson
The Honourable J. Crosbie
Members
The Honourable E. MacKay
The Honourable J. Epp
The Honourable C. Mayer
The Honourable B. Bouchard
The Honourable M. Masse
The Honourable B. McDougall
The Honourable F. Oberle
The Honourable T. Hockin
The Honourable B. Valcourt
The Honourable D. Lewis
The Honourable P. Blais
The Honourable J. McDermid
The Honourable M. Collins

Environment

Chairperson
Vice-Chairperson
The Honourable P. Beatty
Members
The Honourable E. MacKay
The Honourable J. Epp
The Honourable T. Siddon
The Honourable B. Bouchard
The Honourable F. Oberle
The Honourable B. Valcourt
The Honourable P. Blais
The Honourable S. Martin
The Honourable W. Winegard
The Honourable J. Corbeil

Federal-Provincial Relations

Chairperson
The Honourable L. Murray
Vice-Chairperson
The Honourable B. Bouchard
Members
The Honourable P. Beatty
The Honourable T. Siddon
The Honourable C. Mayer
The Honourable M. Masse
The Honourable G. Merrithew
The Honourable G. Weiner
The Honourable D. Lewis
The Honourable K. Campbell

Foreign and Defence Policy

Chairperson
The Right Honourable J. Clark
Vice-Chairperson
The Honourable W. McKnight
Members
The Honourable O. Jelinek
The Honourable G. Merrithew
The Honourable M. Vézina
The Honourable P. Dick
The Honourable T. Hockin
The Honourable M. Landry

Human Resources, Income Support and Health

Chairperson
The Honourable P. Beatty
Vice-Chairperson
The Honourable B. McDougall
Members
The Honourable T. Siddon
The Honourable C. Mayer
The Honourable G. Merrithew
The Honourable M. Vézina
The Honourable P. Cadieux
The Honourable S. Martin
The Honourable M. Collins
The Honourable A. Redway
The Honourable J. Corbeil
The Honourable M. Danis

Legislation and House Planning

Chairperson
The Honourable H. Andre
Vice-Chairperson
The Honourable K. Campbell
Members
The Honourable E. MacKay
The Honourable B. Bouchard
The Honourable L. Murray
The Honourable T. Hockin
The Honourable M. Landry
The Honourable M. Collins
The Honourable A. Redway
The Honourable M. Danis

Security and Intelligence

Chairperson
The Right Honourable B. Mulroney
Vice-Chairperson
The Honourable D. Mazankowski
Members
The Right Honourable J.Clark
The Honourable R. de Cotret
The Honourable W. McKnight
The Honourable B. Bouchard
The Honourable B. McDougall
The Honourable P. Cadieux
The Honourable D. Lewis
The Honourable K. Campbell

Special Committee of Council, Privatization & Regulatory Affairs

Chairperson
The Honourable D. Mazankowski
Vice-Chairperson
The Honourable K. Campbell
Members
The Honourable H. Andre
The Honourable O. Jelinek
The Honourable M. Vézina
The Honourable F. Oberle
The Honourable J. McDermid
The Honourable S. Martin
The Honourable W. Winegard
The Honourable J. Corbeil
The Honourable G. Loiselle
The Honourable M. Danis

Trade Executive Committee
Chairperson
The Honourable J. Crosbie
Vice-Chairperson
The Honourable M. Wilson
Members
The Right Honourable J. Clark
The Honourable D. Mazankowski
The Honourable B. Bouchard
The Honourable M. Masse
The Honourable B. Valcourt
The Honourable D. Lewis
The Honourable J. Corbeil

Treasury Board
Chairperson
The Honourable R. de Cotret
Vice-Chairperson
The Honourable H. Andre
Members
The Honourable E. Mackay
The Honourable M. Wilson
The Honourable O. Jelinek*
The Honourable C. Mayer*
The Honourable G. Merrithew*
The Honourable P. Dick
The Honourable P. Cadieux
The Honourable M. Landry*
The Honourable M. Collins*
The Honourable G. Loiselle*
*alternate member

Ad Hoc Committee on Justice and Legal Affairs
Chairperson
The Honourable K. Campbell
Vice-Chairperson
The Honourable P. Cadieux
Members
The Honourable F. Oberle
The Honourable G. Weiner
The Honourable M. Collins
The Honourable A. Redway
The Honourable G. Loiselle

The Deputy Prime Minister, the Minister of Finance and the President of the Treasury Board are *ex officio* members of the following committees:

Economic Policy
Environment
Cultural Affairs and National Identity
Federal-Provincial Relations
Foreign and Defence Policy
Human Resources, Income Support and Health

Agriculture Canada

Legal Title
Department of Agriculture

Head Office
Sir John Carling Building
Central Experimental Farm
Carling Avenue
Ottawa, Ontario
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General Inquiries
(613) 995-8963

Ministers
Minister of Agriculture
Minister of State (Grains and Oilseeds)
Minister of State (Agriculture)

Principal Officers

Deputy Minister	– Jean-Jacques Noreau
Senior Assistant Deputy Minister (Agricultural Programs)	– John McGowan
Assistant Deputy Ministers	
Agriculture Development	– Charles Stoll
Consultation and Communications	– Ian de la Roche
Corporate Management	– Aimée Lefebvre-Anglin
Food Production and Inspection	– Louis Tousignant
Grains and Oilseeds	– Dennis Stephens
Policy	– Frank Claydon
Research	– Art Olson
Associate Deputy Ministers	
Agriculture	– Ghislain Leblond
Grains and Oilseeds	– Harold Bjarnason
Secretary-Manager (Agricultural Stabilization Board)	– Al Proulx
Executive Director General (International Programs Branch)	– Alan Gratias
Director General (Communications)	– Louise Neveu

Historical Background

The Department of Agriculture, originally known as the Bureau of Agriculture, was created in 1852 by an *Act of the Legislature of the Province of Canada.*

An *Act of the Organization of the Department of Agriculture* established the Department in 1867. The legislation was updated in 1970.

Overall Responsibilities

While industry is ultimately responsible for the health, safety and quality of products, the federal government sets and enforces standards to safeguard human, animal and plant health and to facilitate national and international trade. Agriculture Canada looks after federal policies, programs and regulations relating to agriculture and food. Activities include:

- grading and inspection;
- seed certification;
- the regulation of pesticides, feeds and fertilizers;
- scientific research;
- international agricultural liaison;
- farm loan and advisory services;
- the dissemination of information;
- diagnostic and control programs for animal diseases;
- market development programs; and
- market forecasts and reports.

The Department also manages the Prairie Farm Rehabilitation Administration.

Agriculture Canada gives special attention to the needs of French Canada in the development of policies and programs. This includes ensuring the consistency of agricultural policy in Quebec, especially with regard to the national dairy policy and the national tripartite stabilization programs.

Organization and Programs

The Department is organized into 12 branches and one agency.

Agricultural Development Branch

Overall co-ordination of the Department's activities, as they relate to regional production and market development, are looked after by this Branch. This is done in consultation with provincial governments and industry.

Audit and Evaluation Branch

This Branch informs and advises the Deputy Minister and senior management on departmental programs, with emphasis on the economy, efficiency and effectiveness of management policies, practices and controls.

Consultation and Communications

This Branch provides external and internal consultation and communication, with particular emphasis on policy development.

Corporate Management Branch

In addition to providing administrative systems and financial planning services, this Branch manages the Department's physical assets and its library network. It helps improve management practices and applies controls and accountability measures.

The Branch also administers the *Access to Information and Privacy Acts* and monitors compliance with departmental and central agency requirements.

Food Production and Inspection Branch
This Branch is responsible for protecting the marketability of agricultural and food products. Priorities include:

- preventing the introduction into Canada of exotic diseases, insects, weeds and other dangerous entities of plant or animal origin;
- controlling and eradicating exotic diseases, insects, weeds and anything else of plant or animal origin which gain entry into Canada;
- preventing and removing human health and safety threats caused through chemical or bacterial hazards associated with food and agricultural products;
- preventing, controlling and eradicating domestic animal or plant diseases of economic or human health significance;
- providing inspection and certification for export; and
- grading agricultural and food products.

Grains and Oilseeds Branch
This Branch is the grain and oilseeds industry's point of access to the Department. It develops, analyses and manages grain policies and programs. The Branch also issues and oversees assistance programs for grain producers that are administered by the Department.

National Grains Bureau
Formed in 1988, the National Grains Bureau acts as the domestic policy and planning arm of the Grains and Oilseeds Branch. It provides a means for the federal government to participate more effectively with industry in developing grain policy on a national basis.

Under the Bureau's Grains 2000 Program, private-sector individuals are recruited to work with the Bureau in researching grains policy options. The Bureau also provides information and analyses to the industry on the outlook for grains and oilseeds in Canada and around the world. Information is also gathered and distributed on grain farm income and input.

Policy Branch
Through this Branch, the Department:

- develops agricultural policy that supports broad governmental policies;
- focusses on improving the performance of Canada's agricultural system;
- ensures a long-term supply of agricultural products and food;
- produces market intelligence and commodity and food market forecasts; and
- develops and analyses legislation and regulations that affect the agriculture and food sector.

Research Branch
As the principal research organization serving Canadian agriculture, this Branch improves the marketability of Canadian agricultural products and leads the country's agricultural research. In doing so, it:

- develops and contributes to knowledge, technology transfers and the agricultural industry's need to reduce production costs and improve quality and diversity;
- maintains and improves the productive resource base;
- studies animal, plant and food production systems used in Canadian agriculture;
- carries out research programs in consultation with agriculture and food industries, provinces and universities;
- researches and maintains national data bases on agricultural soil and water resources, biological species and plant diseases; and
- develops pest-control technology.

Its major clients include livestock and crop producers, processors and other branches and agencies of the federal and provincial governments.

International Programs Branch
Branch responsibilities include:

- enhancing Canada's agriculture and food exports;
- developing and contributing to the formulation of international agriculture trade policies;
- implementing linkages between the agriculture and food trade and government aid policies;
- co-ordinating departmental activities internationally, in a manner consistent with government policy;
- providing market analyses and identification of export opportunities;
- advising on tariffs and non-tariff barriers and trade practices affecting trade in agricultural and food products;
- liaising with world agriculture organizations; and
- developing technical assistance for foreign aid programs.

Communications Branch
This Branch relays departmental information about policies, programs and activities to the agricultural industry and the general public. It makes sure that the public point of view is considered in establishing government policies and ensures that the government remains visible, accessible and answerable to the public.

Personnel Branch
Assisting managers in personnel matters and promoting the effective use of human resources are the responsibilities of this Branch. It also develops and administers personnel policies and programs and trains staff across Canada.

Prairie Farm Rehabilitation Administration
The PFRA functions as an agency within the Department. It administers a wide range of programs for water-source development and soil conservation.

The Administration operates across the provinces of Manitoba, Saskatchewan and Alberta.

Regional Offices

Agriculture Development Branch
354 Water Street
St. John's, Newfoundland
A1C 5R4
(709) 772-4063

141 Kent Street
Charlottetown, Prince Edward Island
C1A 8C5
(902) 566-7300

35 Commercial Street
Truro, Nova Scotia
B2N 5E5
(902) 893-0068

633 Queen Street
Fredericton, New Brunswick
E3B 1C3
(506) 452-3706

Gare Maritime Champlain
901 Cap Diamant
Quebec, Quebec
G1K 4K1
(418) 648-4775

Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 995-9554

450 Speedvale Avenue West
Guelph, Ontario
N1H 7Y7
(519) 763-5433

303 - 275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
(204) 983-3032

2100 Broad Street
Regina, Saskatchewan
S4P 4C7
(306) 780-5545

Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4G5
(403) 495-4141

620 Royal Avenue
New Westminster, British Columbia
V3L 5A8
(604) 666-6344

Food Production and Inspection Branch
30 Highfield Street
Moncton, New Brunswick
E1C 8R2
(506) 857-7670

Guy Favreau Complex
East Tower, Room 1002
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1Y3
(514) 285-8888

Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 992-2114

Joseph Shepherd Building
4900 Yonge Street
Willowdale, Ontario
M2N 6G7
(416) 226-9262

624 Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
(204) 983-3856

Harry Hayes Building
220 - 4th Avenue S.E.
Calgary, Alberta
T2P 2M7
(403) 292-4364

815 - 9700 Jasper Avenue
Edmonton, Alberta
T5J 4G4
(403) 495-5392

202 - 620 Royal Avenue
New Westminster, British Columbia
V3L 5A8
(604) 666-6513

Corporate Management Branch
Library
P.O. Box 1210
Charlottetown, Prince Edward Island
C1A 7M8
(902) 566-6861

Library
Kentville Agricultural Centre
Kentville, Nova Scotia
B4N 1J5
(902) 678-2171

Library
850 Lincoln Road
Fredericton, New Brunswick
E3B 4Z7
(506) 452-3260

30 Highfield Street
Moncton, New Brunswick
E3B 4Z7
(506) 857-7677

Guy Favreau Complex
East Tower, Room 1002-A
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1Y3
(514) 285-8888

Library
2560 Hochelaga Boulevard
Ste Foy, Quebec
G1V 2J3
(418) 657-7980

Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 995-5118

4900 Yonge Street
Toronto, Ontario
M2N 6A4
(416) 226-9262

Research Station
195 Dafoe Road
Winnipeg, Manitoba
R3T 2M9
(204) 269-2100

2100 Broad Street
Regina, Saskatchewan
S4P 4E1
(306) 780-6847

Research Station
107 Science Crescent
Saskatoon, Saskatchewan
S7N 0X2
(306) 975-7014

Research Station
P.O. Box 3000
Lethbridge, Alberta
T1J 4B1
(403) 327-4567

620 Royal Avenue
New Westminster, British Columbia
V3L 5A8
(604) 666-6679

Personnel Branch
30 Highfield Street
Moncton, New Brunswick
E1C 8R2
(506) 857-7658

Guy Favreau Complex
East Tower, Room 1002-P
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1Y3
(514) 285-8888

Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 993-5610

4900 Yonge Street
Willowdale, Ontario
M2N 6A9
(416) 224-4464

303 Main Street
Winnipeg, Manitoba
R3C 3G7
(204) 949-2253

220 - 4th Avenue SE
Calgary, Alberta
T2P 3C3
(403) 231-5324

620 Royal Avenue
New Westminster, British Columbia
V3L 5A8
(604) 666-6344

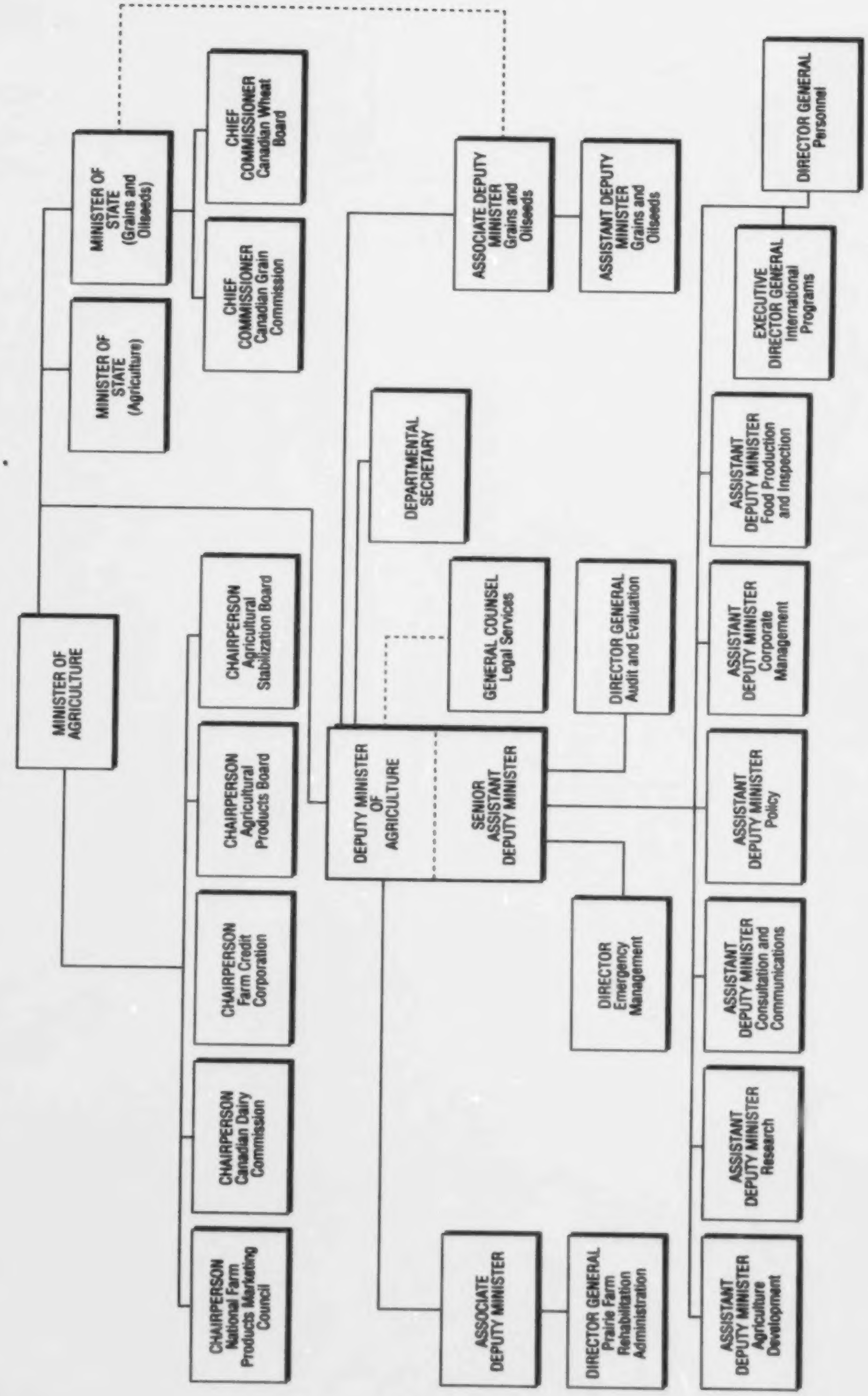
Parliamentary Committee

Standing Committee on Agriculture

Statutes

Advance Payments for Crops Act
Agricultural Products Board Act
Agricultural Products Co-operative Marketing Act
Agricultural Products Marketing Act
Agricultural Stabilization Act
Animal Disease and Protection Act
Animal Pedigree Act
Canada Agricultural Products Act
Canada Grain Act
Canadian Dairy Commission Act
Canadian Wheat Board Act
Criminal Code
Crop Insurance Act
Department of Agriculture Act
Experimental Farm Stations Act
Farm Credit Act
Farm Debt Review Act
Farm Improvement Loans Act
Farm Improvement and Marketing Cooperatives Loans Act
Farm Products Marketing Agencies Act
Farm Syndicates Credit Act
Feeds Act
Fertilizers Act
Fruit, Vegetables and Honey Act
Grain Futures Act
Hay and Straw Inspection Act
Inland Water Freight Rates Act
Livestock and Livestock Products Act
Livestock Feed Assistance Act
Meat Import Act
Meat Inspection Act
Pest Control Products Act
Pesticide Residue Compensation Act
Plant Quarantine Act
Prairie Farm Rehabilitation Act
Prairie Grain Advance Payments Act
Seeds Act
Western Grain Stabilization Act

Agriculture Canada


MINISTER OF AGRICULTURE
MINISTER OF STATE (Agriculture)
MINISTER OF STATE (Grains and Oilseeds)
CHIEF COMMISSIONER Canadian Grain Commission
CHIEF COMMISSIONER Canadian Wheat Board
CHAIRPERSON National Farm Products Marketing Council
CHAIRPERSON Canadian Dairy Commission
CHAIRPERSON Farm Credit Corporation
CHAIRPERSON Agricultural Products Board
CHAIRPERSON Agricultural Stabilization Board
DEPUTY MINISTER OF AGRICULTURE
SENIOR ASSISTANT DEPUTY MINISTER
DEPARTMENTAL SECRETARY
GENERAL COUNSEL Legal Services
DIRECTOR GENERAL Audit and Evaluation
DIRECTOR Emergency Management
ASSOCIATE DEPUTY MINISTER Grains and Oilseeds
ASSISTANT DEPUTY MINISTER Grains and Oilseeds
ASSOCIATE DEPUTY MINISTER
DIRECTOR GENERAL Prairie Farm Rehabilitation Administration
ASSISTANT DEPUTY MINISTER Agriculture Development
ASSISTANT DEPUTY MINISTER Research
ASSISTANT DEPUTY MINISTER Consultation and Communications
ASSISTANT DEPUTY MINISTER Policy
ASSISTANT DEPUTY MINISTER Corporate Management
ASSISTANT DEPUTY MINISTER Food Production and Inspection
EXECUTIVE DIRECTOR GENERAL International Programs
DIRECTOR GENERAL Personnel

Canadian Dairy Commission

Head Office

Pebb Building
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2

General Inquiries

Tel: (613) 998-9890
Fax: (613) 998-4492
Telex: 053-3634

Minister

Minister of Agriculture

Principal Officers

Chairperson and Chief Executive Officer – Roch Morin
Vice-Chairperson – Kenneth McKinnon
Commissioner – Clifford McIssac
Senior Policy Advisor – Charles C. Birchard
Chief Economist – R. Erik Kramer
Directors
  Legal Services – Richard King
  Marketing Operations – Gaetan Paquette
  International Marketing – Jocelyn Comtois
  Domestic Marketing – Rowan Lalonde
  Subsidy Operations – Richard Labossiere
  Finance – Paul Simard
  Information Services – Lyse Champagne

Historical Background

Created as a Crown Corporation in 1966 by the *Canadian Dairy Commission Act*, the Commission works closely with Agriculture Canada on matters relating to the dairy industry.

Overall Responsibilities

Two objectives are delineated in the *Canadian Dairy Commission Act*:

- to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment; and
- to provide consumers with a continuous and adequate supply of high-quality dairy products.

The Commission has the authority to:

- purchase, store, process or dispose of dairy products;
- make payments to milk and cream producers to stabilize the price of industrial milk and cream;
- investigate matters relating to the production, processing or marketing of any dairy product;
- help promote the use of dairy products; and
- receive funds for the disposal of dairy products.

Organization and Programs

Legal Services

The Legal Counsel advises the Commission on contracts, legislation, regulations and other legal matters and acts as Secretary to the Commission.

Senior Policy Advisor

This Section facilitates the development and co-ordination of policy elements which impact on the Commission or its programs.

Economics

In addition to conducting economic and statistical analyses to assist in the administration of the Dairy Price Support Program, this Section provides economic calculations relating to market share quota and present and projected Canadian requirements for dairy products. It also develops data required for the establishment of levy rates to provide funds to cover export costs of dairy products.

Marketing Operations

This Section is responsible for the purchasing and warehousing of skim milk powder and butter under the Dairy Price Support Program. It also manages the sales and transportation assistance for shipments of butter in the domestic market. This Section administers the Animal Feed Assistance Program of the Commission.

International Marketing

This section looks after the export sales of dairy products on a government-to-government basis or through Canadian exporters.

Domestic Marketing

Besides identifying and encouraging the development of new or expanded opportunities to sell more milk products in Canada, this Section monitors the effectiveness of dairy import control measures and looks for opportunities to encourage the replacement of imports by domestic production.

Subsidy Operations
Approximately 37 000 milk producers receive direct payments on a monthly basis. This Section implements policies, systems and practices and organizes, co-ordinates and controls activities in programs providing for direct payments.

Finance
This Section maintains books of accounts, records, development and implementation of policies, systems, practices and financial controls.

Information Services
This Section is responsible for the internal and external communication programs of the Commission, including relations with the public and with the media, the preparation of speeches, press releases and ministerial correspondence, the co-ordination of the annual report and all other publications.

Regional Offices

None

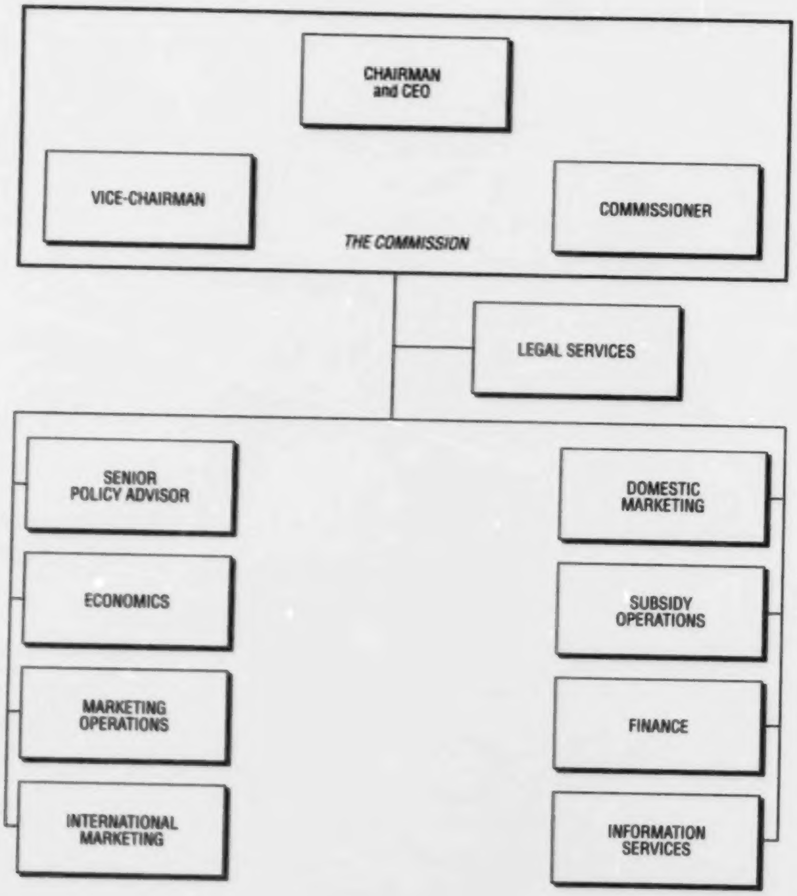
Parliamentary Committees

Senate Standing Committee on Agriculture and Forestry
House of Commons Standing Committee on Agriculture

Statute

Canadian Dairy Commission Act

Canadian Dairy Commission


CHAIRMAN and CEO
VICE-CHAIRMAN
COMMISSIONER
THE COMMISSION
LEGAL SERVICES
SENIOR POLICY ADVISOR
ECONOMICS
MARKETING OPERATIONS
INTERNATIONAL MARKETING
DOMESTIC MARKETING
SUBSIDY OPERATIONS
FINANCE
INFORMATION SERVICES

Canadian Grain Commission

Head Office
Executive Division
303 Main Street, Room 600
Winnipeg, Manitoba
R3C 3G8

General Inquiries
(204) 983-2770

Minister
Minister of State (Grains and Oilseeds)

Principal Officers
Chief Commissioner – Milton E. Wakefield
Executive Director – W. John O'Connor
Assistant Chief Commissioner – Richard A. Groundwater
Commissioner – Jack B. Murta

Historical Background

The Canadian Grain Commission, formerly named the Board of Grain Commissioners, was established in 1912 by the *Canada Grain Act*. In 1970, under the revised *Canada Grain Act* the Board became known as the Canadian Grain Commission.

Overall Responsibilities

The Commission has two main activities: the regulation of grain handling in Canada, and the establishment and maintenance of standards of quality for Canadian grains and oilseeds for domestic and export markets.

Organization and Programs

Three commissioners, appointed by the Governor in Council, develop policy to meet the Commission's objectives. Six assistant commissioners, also appointed by the Governor in Council, deal with inquiries from producers and the grain industry and publicize Commission services.

The Grain Appeal Tribunal examines and rules on appeals of grades assigned by Commission inspectors.

The Supervisor of Grain Futures Trading monitors Canadian grain futures trading under the terms of the *Grain Futures Act*.

Operations are headed by the Executive Director, who plans, co-ordinates and administers the activities of all divisions and assists in developing and implementing Commission policies.

There are four operating divisions.

Inspection Division

This Division maintains quality control of Canadian grains and oilseeds as they move through the handling system. It officially inspects grain at licensed terminal and transfer elevators and supervises and controls the treatment of grain.

Weighing Division

In addition to supervising grain weighing at licensed terminal and transfer elevators, this Division ensures that all grain is accurately weighed and accounted for and reaches the vessel or other carrier. It inspects shipping and receiving scales at these elevators, audits their physical stocks at regular intervals, and investigates excessive overages and shortages in grain receipts or shipments.

Grain Research Laboratory Division

Besides assessing the quality of the annual grain harvest, this Division monitors the quality of grain moving through the licensed elevator system, conducts basic and applied research on Canadian grains and oilseeds and supplies technical assistance to marketers of Canadian grains and oilseeds.

Economics and Statistics Division

This Division provides documentation to terminal and transfer elevators, conducts economic studies for the Commission and publishes statistics. It issues grain dealer and elevator licences and monitors security provisions related to licensees. It also administers the allocation of rail cars to producers who apply for this service.

Finance and General Services

Accounting services for expenditures and revenues, long-range operational planning, budgeting, and accounting are the responsibility of this section. It also provides library and public relations services and co-ordinates office accommodation.

Regional Offices

Eastern and St. Lawrence Region
410 St. Nicholas Street, Room 200
Montreal, Quebec
H2Y 2P5
(514) 283-8350

Ontario Region
210 P.O. Building
221 North Archibald
Thunder Bay, Ontario
P7C 4V9
(807) 623-5189

Pacific Region
Price-Waterhouse Building
601 West Hastings Street, Room 300
Vancouver, British Columbia
V6B 5A6
(604) 666-0406

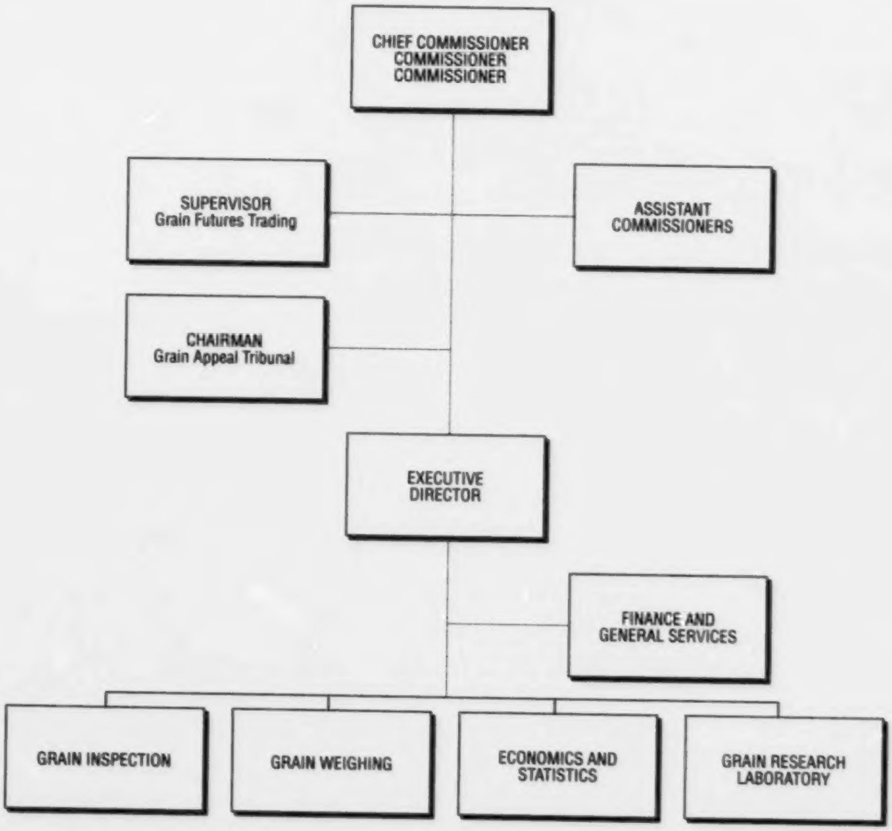
Parliamentary Committee

Standing Committee on Agriculture

Statutes

Canada Grain Act
Inland Water Freight Rates Act
Grain Futures Act
Western Grain Stabilization Act

Canadian Grain Commission


CHIEF COMMISSIONER
COMMISSIONER
COMMISSIONER
SUPERVISOR Grain Futures Trading
ASSISTANT COMMISSIONERS
CHAIRMAN Grain Appeal Tribunal
EXECUTIVE DIRECTOR
FINANCE AND GENERAL SERVICES
GRAIN INSPECTION
GRAIN WEIGHING
ECONOMICS AND STATISTICS
GRAIN RESEARCH LABORATORY

Canadian International Grains Institute

Head Office

Canadian Grain Commission Building
303 Main Street, Suite 1000
Winnipeg, Manitoba
R3C 3G1

General Inquiries

(204) 983-5344

Ministers

Minister of State (Grains and Oilseeds)
and for Western Economic Diversification

Minister of Agriculture

Principal Officers

Associate Deputy Minister, Agriculture Canada, Grains Marketing Bureau – Harold Bjarnason

Board of Directors

Chairperson and Commissioner, The Canadian Wheat Board – Forrest M. Hetland
Vice-Chairperson and Assistant Chief Commissioner, Canadian Grain Commission – Richard A. Groundwater
Secretary and Executive Director (Marketing), The Canadian Wheat Board – Gordon P. Machej
Member and Director General, Grain Marketing Bureau, Agriculture Canada – Noel A. O'Connell
Member and Executive Director, Canadian Grain Commission – W. John O'Connor
Executive Director – Arnold W. Tremere

Historical Background

The Canadian International Grains Institute was established to provide practical training facilities for the domestic and international grain and oilseed industry and thus to contribute to the maintenance and enlargement of markets at home and abroad for Canadian grains, oilseeds and their products.

Overall Responsibilities

The Canadian International Grains Institute is an instructional facility, offering programs in grain handling, marketing and technology. In affiliation with the Canadian Wheat Board, the Canadian Grain Commission and various federal departments, the Institute works closely in day-to-day operations with all segments of Canada's grain industry.

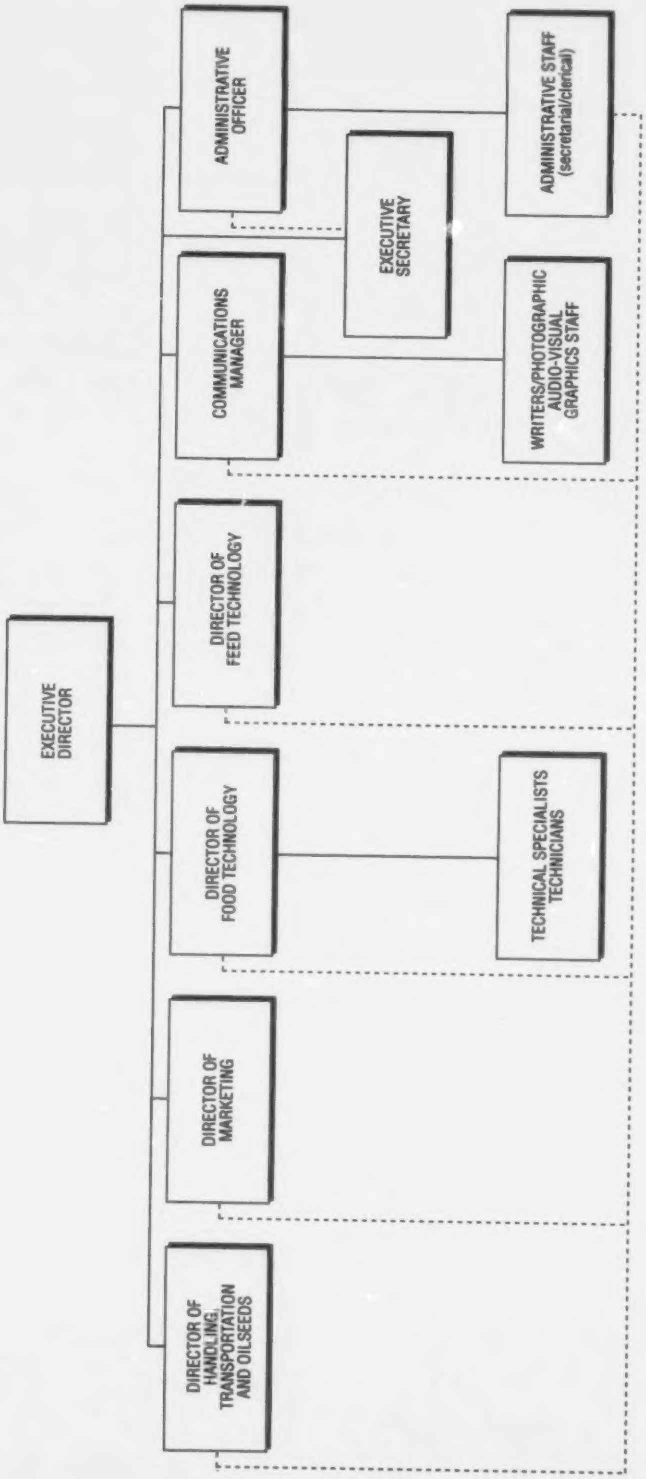
Organization and Programs

Activities are funded by both the Canadian Wheat Board and the Grain Marketing Bureau of Agriculture Canada, and additional support services are provided by the Canadian Grain Commission. Facilities include classrooms, conference rooms, a library, commodity services and a Canadian Trans-Lux ticker, and an IBM microcomputer using least-cost feed-formulation and flour-milling economics software. Pilot projects include a flour mill capable of processing nine tonnes in 24 hours, a bakery and a noodle plant.

Regional Offices

None

Canadian International Grains Institute


EXECUTIVE DIRECTOR
DIRECTOR OF HANDLING, TRANSPORTATION AND OILSEEDS
DIRECTOR OF MARKETING
DIRECTOR OF FOOD TECHNOLOGY
DIRECTOR OF FEED TECHNOLOGY
COMMUNICATIONS MANAGER
ADMINISTRATIVE OFFICER
EXECUTIVE SECRETARY
TECHNICAL SPECIALISTS TECHNICIANS
WRITERS/PHOTOGRAPHIC AUDIO-VISUAL GRAPHICS STAFF
ADMINISTRATIVE STAFF (secretarial/clerical)

Canadian Wheat Board

Head Office
423 Main Street
Winnipeg, Manitoba

Mailing Address
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5

General Inquiries
(204) 983-0239

Minister
Minister of State Grains and Oilseeds

Principal Officers
Chief Commissioner – W.E. Jarvis
Assistant Chief Commissioner – R.L. Kristjanson
Commissioners – F.M. Hetland
W.B. Smith
R.H. Klassen

Historical Background

The Canadian Wheat Board was established in 1935 by the *Canadian Wheat Board Act.*

Overall Responsibilities

The Board is the sole exporter of wheat and barley grown in Western Canada. It is also sole seller of these grains for food use in Canada. Canadian feed grains for domestic consumption are generally traded outside the Board, as are all other types of grain grown in Canada.

Organization and Programs

The Board sells to more than 70 countries, competing directly with grain trading firms from the United States, the European Community and marketing boards in Australia and Argentina.

The Wheat Board is strictly a marketing agency: it controls delivery and shipment of grain in order to meet sales, but it does not own or operate grain handling facilities.

Regional Offices
312 Board of Trade Building
300 St. Sacrement Street
Montreal, Quebec
H2Y 1X4
(514) 849-6261

650 Marine Building
355 Burrard Street
Vancouver, British Columbia
V6C 2G8
(604) 666-2992

Tokyo, Japan
3rd Floor, Kowa No. 3 Building
11 – 45 Akasaka 1 – Chome
Minato-ku, Tokyo
(813) 583-4291

Parliamentary Committee

Standing Committee on Agriculture

Statutes

Canadian Wheat Board Act
Prairie Grain Advance Payments Act

Farm Credit Corporation Canada

Legal Title
Farm Credit Corporation

Head Office
434 Queen Street
Ottawa, Ontario
K1R 5A8

Mailing Address
P.O. Box 2314, Station D
Ottawa, Ontario
K1P 6J9

General Inquiries
(613) 996-6606

Minister
Minister of Agriculture

Principal Officers

Chairperson	– James J. Hewitt
Vice-Chairperson	– C. Gerald Penney
Members of the Board	– Jeannine Bourque Frank Claydon John A. McKenna George Klosler Judy Lloyd
Assistant Vice-President, Communications	– Jean Valin
Senior Vice-President, Finance	– Max Pierce
Senior Vice-President, Operations	– Brian Strom
Senior Vice-President, General Counsel	– Tom Barton
Vice-President, Research and Planning	– Terry Kremeniuk
Vice-President, Corporate Audit	– Pierre Laflamme
Vice-President, Administration	– SuzAnne Doré
Vice-President, Lending Operations	– Dave Fraser

Historical Background

The Farm Credit Corporation was established in 1959 by the *Farm Credit Act*, as successor to the Canadian Farm Loan Board. It provides direct long-term mortgage credit to Canadian farmers to help them establish and develop viable farm business.

Overall Responsibilites

FCC's role is to provide mortgage credit and complementary financial services to Canadian farmers on a break-even basis and, when called upon by government, to deliver specific programs on a cost-recovery basis. FCC is an alternative source of competitively-priced credit to farmers who have significant potential for commercial viability. FCC staff provide counselling in farm planning and financial management to loan applicants and clients. The Corporation also makes and administers loans under the *Farm Syndicates Credit Act* (FSCA) and works with the Farm Debt Review Boards to assist farmers in resolving their financial problems.

Organization and Programs

The FCC consists of a seven-member Board of Directors. The Board of Directors rules on all key policy decisions made by FCC. There are five divisions within the Corporation which report to the Board of Directors through the Chairperson and/or Vice-Chairperson.

The Research and Planning Division, headed by a vice-president, is responsible for conducting corporate research and program development activities, co-ordinating the Corporation's planning activities, and its Corporate Plan, assisting and developing policies and issues that affect farm financing and evaluating the Corporation's programs.

Lending Operations, headed by a senior vice-president, conducts the day-to-day lending operations. A vice-president in each region is responsible for that region's lending and loan administration. A vice-president, Lending oversees Head Office Lending Division, and the Atlantic and Ontario regions.

The Administration Division headed by a vice-president, is responsible for internal and external communications, human resource management, management information systems, Access to Information and Privacy, office accomodation, and a full range of administrative services including translation and forms management.

The Corporate Audit Division, headed by a vice-president, conducts a broad audit program in such manner as will provide reasonable assurance that:

- the Corporation's assets are safeguarded and controlled;
- the financial, human, information and phyisical resources are managed economically and efficiently; and

- the operations are carried out effectively as well as in accordance with the Acts and Regulations related to the Corporation.

The Finance Division, headed by a senior vice-president, is responsible for all matters affecting the financial policy and administration of the Corporation. Reporting directly to the senior vice-president (Finance) are the treasurer and controller.

In addition, FCC has regional offices in six provinces, and 100 district and field offices located in major agricultural centres across Canada.

Lending
The Corporation offers loans with amortization periods of up to 30 years and with interest terms of five, 10, 15 or more years. In addition to regular loans, the Corporation offers shared risk mortgages, with six-year terms under which the borrower and FCC share the costs or benefits of fluctuating interest rates. Loans to farmers just starting out, for the purpose of establishing their businesses, are for five-year terms.

Loans under the Farm Syndicates Credit Act
Syndicate loans are used for the shared purchase and use of farm machinery, buildings and installed equipment. The present maximum loan is $15 000 per qualifying member and $100 000 for a syndicate.

Farm Financial Management
All Corporation applicants and clients are eligible to receive conselling in farm planning and financial management, as well as referrals to other federal and provincial agencies. Each year, about 2000 farmers are enlisted in the formal advisory services program offered by FCC.

Regional Offices

Alberta
101 Street Building, Suite 1550
10250-101st Street
Edmonton, Alberta
T5J 3P4
(403) 495-4488

Saskatchewan
2401 Saskatchewan Drive, Suite 110
Regina, Saskatchewan
S4P 4H9
(306) 780-5610

Manitoba
5 Donald Street, Suite 400
Winnipeg, Manitoba
R3L 2T4
(204) 983-4039

Ontario
450 Speedvale Avenue West, Unit 201
Guelph, Ontario
N1H 7G7
(519) 821-1330

Quebec
Édifice Champlain, Suite 2000
2700 Laurier Boulevard
P.O. Box 3600
Ste-Foy, Quebec
G1V 4C7
(418) 648-3993

Atlantic
Boulevard Plaza, Phase 1
1133 St. Georges Boulevard, Suite 230
Moncton, New Brunswick
E1E 4E1
(506) 851-6595

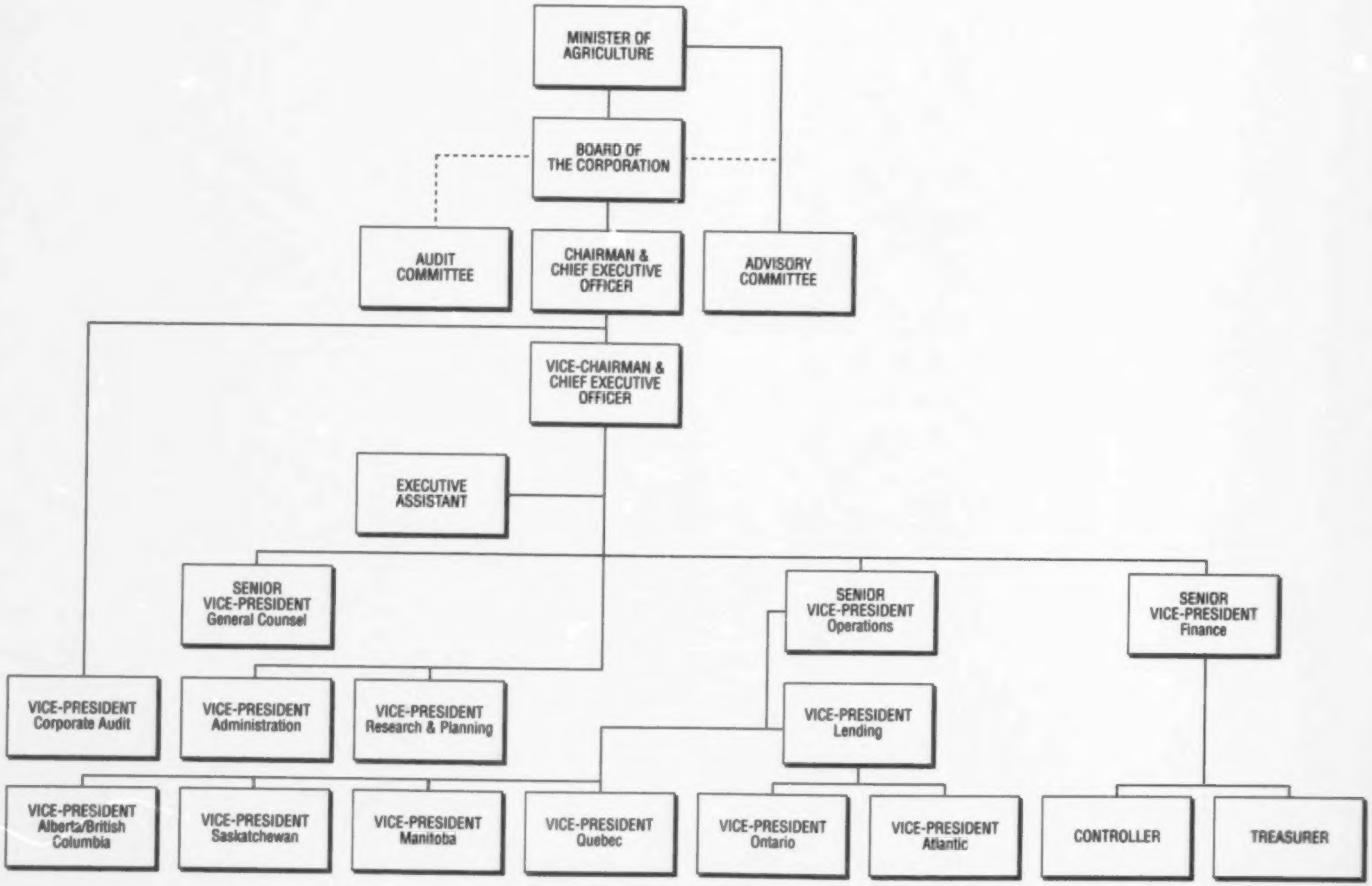
Parliamentary Committees

Senate: Agriculture and Forestry
House of Commons: Agriculture

Statutes

Farm Credit Act
Farm Syndicates Credit Act

Farm Credit Corporation Canada


MINISTER OF AGRICULTURE
BOARD OF THE CORPORATION
AUDIT COMMITTEE
CHAIRMAN & CHIEF EXECUTIVE OFFICER
ADVISORY COMMITTEE
VICE-CHAIRMAN & CHIEF EXECUTIVE OFFICER
EXECUTIVE ASSISTANT
SENIOR VICE-PRESIDENT General Counsel
SENIOR VICE-PRESIDENT Operations
SENIOR VICE-PRESIDENT Finance
VICE-PRESIDENT Corporate Audit
VICE-PRESIDENT Administration
VICE-PRESIDENT Research & Planning
VICE-PRESIDENT Lending
VICE-PRESIDENT Alberta/British Columbia
VICE-PRESIDENT Saskatchewan
VICE-PRESIDENT Manitoba
VICE-PRESIDENT Quebec
VICE-PRESIDENT Ontario
VICE-PRESIDENT Atlantic
CONTROLLER
TREASURER

Livestock Feed Board of Canada

Legal Title
Canadian Livestock Feed Board

Head Office
5180 Queen Mary Road, Room 400
Montreal, Quebec
H3W 3E7

Mailing Address
P.O. Box 177, Snowdon Station
Montreal, Quebec
H3X 3T4

General Inquiries
(514) 283-7505

Ministers
Minister of Agriculture
Minister of State (Grains and Oilseeds)

Principal Officers

Chairperson	– Guy René de Cotret
Vice-Chairperson	– Gus Sonneveld
Board Members	– Arthur J. Kasdorf J.-Maurice Tétrault Griffith T. Meredith
Chairperson of the Advisory Committee	– William David Swetnam
Committee Members	– Henry Gilbert Kenneth D. Cameron Jack McDonald
Director General, Program Co-ordination	– Nick Florakas
Directors	
Economic Research and Secretary to the Board	– A. Douglas Mutch
Finance	– Pierre Morin
Transportation	– John McAnulty
Programs for British Columbia	– Malcolm B. Bryson
Programs for Atlantic Canada	– Joseph Rideout

Historical Background

In 1966, in response to feed grain shortages and unstable prices in Eastern Canada and British Columbia, Parliament passed the *Livestock Feed Assistance Act*. The activities of the Board relate to the objectives, powers and duties of this Act.

Overall Responsibilities

The Livestock Feed Board of Canada is a Crown corporation. It ensures:

- the availability of feed grain in Eastern Canada and British Columbia;
- the reasonable stability and fair equalization of feed grain prices in Eastern Canada, British Columbia, the Yukon Territory and Northwest Territories; and
- adequate storage space in Eastern Canada.

The Board also:

- administers the Feed Freight Assistance Program which pays a portion of the transportation costs of feed grains;
- studies feed grain requirements and availability;
- recommends any additional feed grain storage facilities required in Eastern Canada;
- advises the government on the stabilization and fair equalization of feed grain prices to livestock feeders; and
- consults and co-operates with all federal and provincial departments, branches and agencies that have mandates involving livestock feed.

Organization and Programs

The Board focusses its activities in six key areas.

Feed Freight Assistance Programs

This Program subsidizes a portion of the transportation costs for the movement of eligible feed grains for use by livestock feeders in certain feed grain deficit areas. It allows livestock producers to purchase grain at a price which reflects equalized transportation costs within these regions.

Research

Research activities focus on various economic aspects of animal feed production, marketing, transportation, handling and storage in Canada. The intent is to concentrate on problems not covered by other research programs and to make all relevant findings available to the public for the benefit of the agricultural community.

Staff also makes periodic forecasts of feed grain requirements in Eastern Canada and assists in the Board's monitoring and information programs. This internal research activity is in the process of being intensified and broadened to cover both the grain and livestock sectors.

Market Monitoring

The Board monitors the domestic feed grain market to ensure that there is a reasonable stability and equity of prices throughout the regions of Canada covered by the Act.

Through its bi-weekly publication *GRAIN-FACTS*, the Board endeavours to keep the feed grain-livestock sector abreast of developments, not only in the Canadian and U.S. livestock and feed grain sectors, but also in all major areas of world grain and livestock trade. This publication contains comparative data on prices, stocks, movements, transportation costs and trends in the utilization of the various feed grains and protein ingredients.

As well, the Board monitors all transportation costs for domestic grains and feed ingredients, both in Canada and the United States. It also monitors domestic feed prices across Canada.

This information is provided on a continuous basis to an increasing number of federal and provincial farm organizations, trade associations and producers.

Information
The Board provides market statistics and articles directly to various provincial and industry organizations for subsequent transmission to producers. It is estimated that information disseminated by the Board is now reaching over 200 000 subscribers per month on a regular basis.

Consultation
The British Columbia office of the Board has developed an active participation with all sectors of the feed grain, feed and livestock community in British Columbia as well as some liaison with the Prairies.

To provide equivalent services to the Atlantic region it was decided to open a second regional office of the Board in Amherst, Nova Scotia.

The members and staff of the Board continue to maintain an active participation in meetings with farm organizations and trade associations dealing with prices, supplies and movements of feed grains, availability of storage space, marketing, transportation and handling, and other related subjects.

The Board is also represented on the Senior Grain Transportation Committee. Periodic meetings with all groups associated with the Canadian grain and livestock industries enable the Board to identify and deal with problems arising in these industries.

Advisory Committee
The Advisory Committee studies and reviews matters relating to feed grain transportation, storage, prices and consumption of feed grains.

Regional Offices

17655 - 57th Avenue, Suite 3
Surrey (Cloverdale), British Columbia
V3S 1H1
(604) 585-5757

11 Princess Street, Suite 2
Amherst, Nova Scotia
B4H 1W5

Mailing Address
P.O. Box 1150
Amherst, Nova Scotia
B4H 4L2
(902) 667-0911

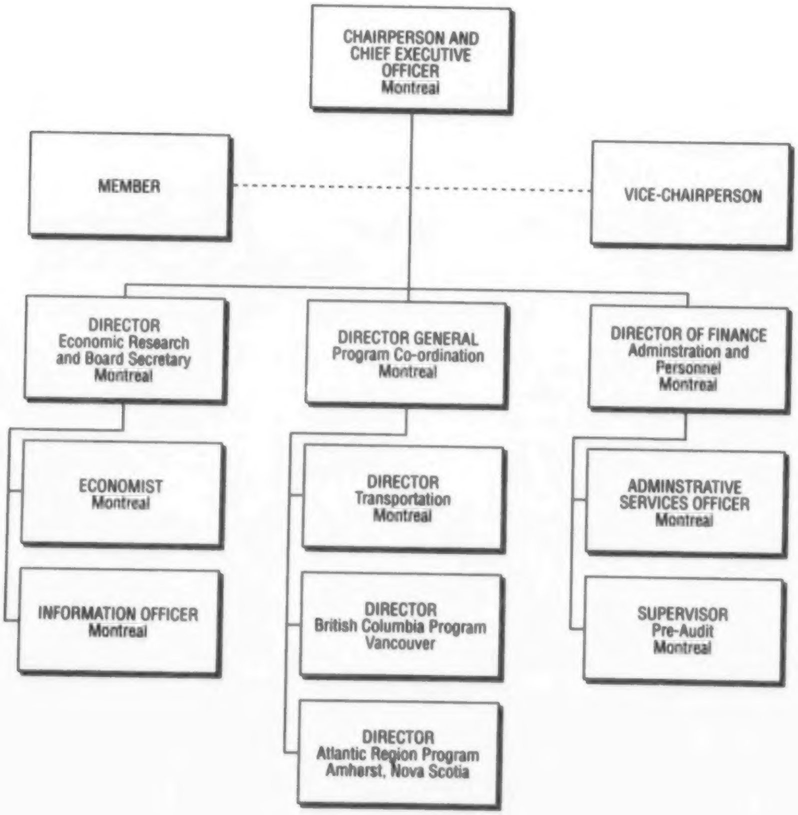
Parliamentary Committee

Standing Committee on Agriculture

Statute

Feed Freight Assistance Act

Livestock Feed Board of Canada


CHAIRPERSON AND CHIEF EXECUTIVE OFFICER Montreal
MEMBER
VICE-CHAIRPERSON
DIRECTOR Economic Research and Board Secretary Montreal
DIRECTOR GENERAL Program Co-ordination Montreal
DIRECTOR OF FINANCE Adminstration and Personnel Montreal
ECONOMIST Montreal
INFORMATION OFFICER Montreal
DIRECTOR Transportation Montreal
DIRECTOR British Columbia Program Vancouver
DIRECTOR Atlantic Region Program Amherst, Nova Scotia
ADMINSTRATIVE SERVICES OFFICER Montreal
SUPERVISOR Pre-Audit Montreal

National Farm Products Marketing Council

Head Office
Martel Building
270 Albert Street, 13th Floor
Ottawa, Ontario
K1P 6L4

Mailing Address
P.O. Box 3430
Postal Station D
Ottawa, Ontario
K1P 6L4

General Inquiries
(613) 995-2297

Ministers
Minister of Agriculture
Minister of State for Agriculture

Principal Officers

Chairperson	– Ralph J. Barrie, Perth, Ontario
Vice-Chairperson	– Lise Bergeron, Montreal, Quebec
Executive Member	– Glenn Flaten, Regina, Saskatchewan
Part-Time Members	– Eric Hammill, Kinkora, Prince Edward Island Albert Vielfaure, La Broquerie, Manitoba Gordon Hunter, Florenceville, New Brunswick Larry Moynahan, Kingsville, Ontario Peggy Smyth, Sault Ste-Marie, Ontario
Executive Director	– Larry Matheson
Secretariat Manager/ Council Secretary	– Carola McWade
A/Director, Management Services	– Pierre Carpentier
Chief, Information Services	– Monique LeBlanc
Policy and Research	– Keith Wilkinson

Historical Background

The Council was established, in 1972, under the *Farm Products Marketing Agencies Act*. The Canadian Egg Marketing Agency was also established that year and was followed, in 1974, by the Canadian Turkey Marketing Agency, the Canadian Chicken Marketing Agency, in 1979 and the Canadian Hatching Egg Marketing Agency in 1986. The agencies are not agents of Her Majesty.

Overall Responsibilities

The Council:

- advises the Minister on all matters relating to the establishment and operation of agencies to promote and maintain an efficient and competitive agriculture industry;
- reviews the operations of agencies; and
- works with agencies to promote more effective marketing of farm products in interprovincial and export trade.

Organization and Programs

The Council ensures that the interests of producers and consumers are safeguarded through its monitoring of national marketing agencies. It consults with other levels of government, both federal and provincial, and with other interested parties. It also investigates complaints about the operations of national supply management agencies for regulated commodities.

Regional Offices

None

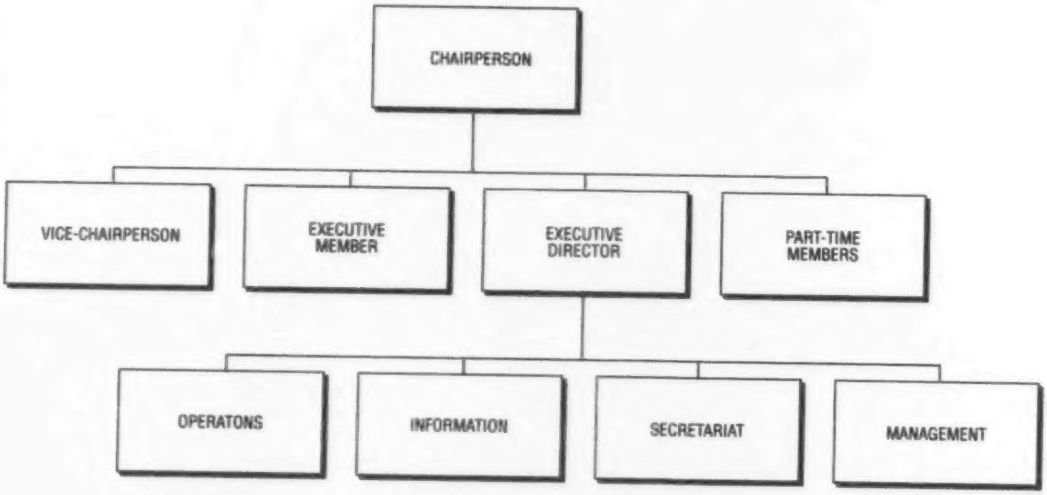
Parliamentary Committee

Standing Committee on Agriculture

Statute

Farm Products Marketing Agencies Act

National Farm Products Marketing Council


CHAIRPERSON
VICE-CHAIRPERSON
EXECUTIVE MEMBER
EXECUTIVE DIRECTOR
PART-TIME MEMBERS
OPERATONS
INFORMATION
SECRETARIAT
MANAGEMENT

Prairie Farm Rehabilitation Administration

Head Office

1901 Victoria Avenue
Regina, Saskatchewan
S4P 0R5

General Inquiries

(306) 780-5070

Ministers

Minister Responsible:
Minister of Agriculture
Other Ministers:
Minister of State for Grains and Oilseeds
Minister of State for Agriculture

Principal Officers

Deputy Minister	– Jean-Jacques Noreau
Associate Deputy Minister	– Ghislain LeBlond
Director General	– Dr. H.M. Hill
Service Directors	
Administration and Service	– W.F. Buhr
Development Service	– A.F. Lukey
Policy and Analysis Service	– R.J. Wettlaufer
Conservation Service (Acting)	– G.M. Luciuk
Other Directors	
Manitoba Affairs	– E. Caligiuri
Alberta Affairs	– R.T. Adam

Historical Background

Royal assent was given to the *Prairie Farm Rehabilitation Act* 17 April 1935. The initial legislation allocated funding for a period of five years, during which time Prairie Farm Rehabilitation Administration (PFRA) was to "provide for the rehabilitation of drought and soil drifting areas in the Provinces of Manitoba, Saskatchewan and Alberta." Within these areas, PFRA was to promote systems of farm practice, tree culture, water supply and land use to help stabilize the economy of the region. In 1939, in order to allow the Agency to provide planning and assistance for soil conservation and water development over the long term, Parliament amended the *Prairie Farm Rehabilitation Act* and made PFRA a permanent agency.

Overall Responsibilities

Prairie Farm Rehabilitation Administration (PFRA) is a branch of Agriculture Canada, working in the three Prairie provinces. It provides technical, financial and material assistance to farmers, local governments and other federal and provincial agencies for soil and water conservation and development initiatives.

PFRA operates irrigation works in southwestern Saskatchewan; a Shelterbelt Centre at Indian Head, Saskatchwan which distributes more than 10 million seedlings each year; 85 community pastures covering 915 000 hectares; and, in co-operation with Saskatchewan, an irrigation research and demonstration farm at Outlook, Saskatchewan.

PFRA also administers federal-provincial soil conservation and water development agreements for the Prairie region.

Organization and Programs

Director General's Office

The Director General of PFRA, who reports to the Deputy Minister of Agriculture, oversees the operations of the organization.

Conservation Service

The Conservation Service is responsible for developing and delivering PFRA's soil conservation programs, including the operation of the Shelterbelt Centre and 85 community pastures.

Development Service

The Development Service plans and delivers programs and provides technical expertise for a number of activities, primarily in water resource development. It performs long-range planning, investigations, design, construction, maintenance and management for water conservation, irrigation, municipal water supply and agricultural flood control projects.

Policy and Analysis Service

The Policy and Analysis Service provides economic analyses and environmental assessments of ongoing and proposed PFRA activities. It also evaluates and develops programs and policies, participates in negotiating federal-provincial agreements, monitors and reports on drought situations and is responsible for communications.

Regional Offices

Alberta Affairs
Canada Place, Suite 1620
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
(403) 594-3307

Manitoba Affairs
Century Plaza, Suite 401
1 Wesley Avenue
Winnipeg, Manitoba
R3C 4C6
(204) 983-3116

Alberta Regional Division
P.O. Box 2906, Postal Station M
Calgary, Alberta
T2P 3C3
(403) 292-5638

Area Number 1 Hanna
302 Centre Street
P.O. Box 428
Hanna, Alberta
T0J 1P0
(403) 854-4450

Area Number 2 Rosetown
203 Federal Building
P.O. Box 1420
Rosetown, Saskatchewan
S0L 2V0
(306) 882-4272

Area Number 3 Swift Current
P.O. Box 1088
Swift Current, Saskatchewan
S9H 3X3
(306) 773-7255

Area Number 4 Watrous
107 3rd Avenue East
P.O. Box 1150
Watrous, Saskatchewan
S0K 4T0
(306) 946-3303

Area Number 5 Weyburn
Federal Building, Suite 205
161 3rd Street NE
Weyburn, Saskatchewan
S4H 0W3
(306) 942-4624

Area Number 6 Brandon
244 10th Street
P.O. Box 273
Brandon, Manitoba
R7A 5Z2
(204) 726-7584

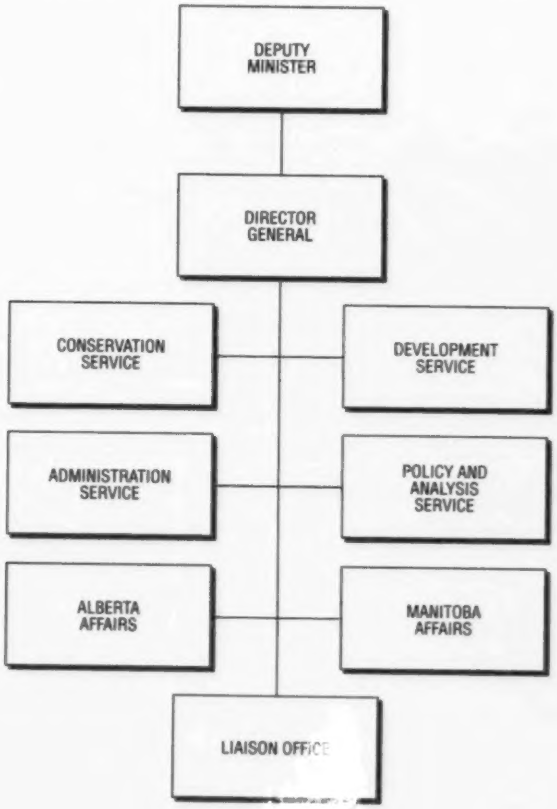
Parliamentary Committee

Agriculture Standing Committee

Statute

Prairie Farm Rehabilitation Act

Prairie Farm Rehabilitation Administration


DEPUTY MINISTER
DIRECTOR GENERAL
CONSERVATION SERVICE
DEVELOPMENT SERVICE
ADMINISTRATION SERVICE
POLICY AND ANALYSIS SERVICE
ALBERTA AFFAIRS
MANITOBA AFFAIRS
LIAISON OFFICE

Atlantic Canada Opportunities Agency

Head Office
Blue Cross Building
644 Main Street, 3rd Floor
P.O. Box 6051
Moncton, New Brunswick
EIC 9J8

General Inquiries
Tel: (506) 851-2271
Communications: (506) 851-6438
Toll-free: 1-800-561-7862

Minister
Minister responsible for the
Atlantic Canada Opportunities Agency

Principal Officers

Deputy Minister/President	– Peter B. Lesaux
Senior Vice President	– Paul Gauvin
Corporate Secretary	– Monique Collette
ACOA Advisory Board Chairperson	– Peter B. Lesaux
Nova Scotia	– Pat Ellis Joe Stewart Victor MacKay Dorothy Sutherland
Newfoundland	– Ian Strachan Fred Russell William Pardy Gwen Tucker Doug Moores
New Brunswick	– Jean-Guy Rioux Eileen Travis Allard Robichaud John Winslow
Prince Edward Island	– Wendy Ripley Garth Staples George Key

Historical Background

After a review of the federal government's regional development efforts in Atlantic Canada, the Atlantic Canada Opportunities Agency (ACOA) was created in 1987 to support and promote long-term economic development in Atlantic Canada. In order to incorporate strong regional input, an independent Advisory Board was established to guide in the development of policies and long-term strategies. From its beginning, the Agency benefited from a series of consultations with various sectors of the Atlantic community. The *ACOA Act* was proclaimed on 15 September 1988, as part of the *Government Organization Act, Atlantic Canada, 1987.*

Overall Responsibilities

The Agency co-ordinates and plans all federal activities contributing to the economic growth of the Atlantic region – in particular, procurement, training skills development, job creation, technology infrastructure development and local investment promotion. The Agency is responsible for federal policy and programs regarding small and medium-sized businesses and industrial development in the region, and works in close co-operation with provincial governments and the private sector.

Organization and Programs

From its Moncton office, ACOA is directed by a president, assisted by a senior vice-president who also heads the Corporate Strategy Branch and is responsible for the development of the Agency's policies and strategies, research and the co-ordination of federal development programs. A vice-president of corporate services, the corporate secretariat and human resources functions are also located at the Moncton head office.

There are ACOA offices in St. John's, Halifax, Sydney, Fredericton and Charlottetown, with sub-offices in communities throughout the Atlantic region. ACOA activities in each province are under the direction of a vice-president who has authority to approve most of the projects and proposals in that province.

As well, ACOA maintains an office in Ottawa, headed by a vice-president, who advises the ACOA Minister and senior management on developments in Ottawa, and influences the design and implementation of the policies of other federal departments and agencies which affect Atlantic Canada. This office also seeks increased federal procurement in Atlantic Canada, through efforts towards improving the quantity and quality of federal contracts being awarded to qualified Atlantic firms.

The Agency focusses on four main areas:

- co-operation with the private sector, with the provincial and municipal governments, and with institutions such as universities and industrial commissions. This might include negotiating federal/provincial agreements for strengthening resource industries or working with a university to develop entrepreneurial programs and new technology.
- co-ordination of federal policies and programs which have an impact on the economic development of Atlantic Canada. ACOA acts as co-ordinator for other federal departments in the region which share the same objectives.
- advocacy, which consists mostly of promoting Atlantic Canada's interest in developing new national policies and programs, or eliminating or streamlining existing ones, to ensure that federal programs will have a positive impact on Atlantic Canada's economic development.
- action: through the ACOA Action Program, small and medium-sized businesses can obtain direct financial assistance, loan guarantees and interest buy-downs to modernize, expand, design a product, develop a new technology or carry out feasibility and marketing studies.

Regional Offices

New Brunswick
590 Brunswick Street
P.O. Box 578
Fredericton, New Brunswick
E3B 5A6
(506) 452-3184

Newfoundland
Atlantic Place, Suite 801
215 Water Street,
P.O. Box 1060, Station C
St. John's, Newfoundland
A1C 5M5
(709) 772-2751

Nova Scotia
Central Guaranty Trust Tower, Suite 600
1801 Hollis Street,
P.O. Box 2284, Station M
Halifax, Nova Scotia
B3J 3C8
(902) 426-6743

Enterprise Cape Breton
Commerce Tower, 4th Floor
15 Dorchester Street
P.O. Box 2001
Sydney, Nova Scotia
B1P 6K7
(902) 564-3614

Enterprise Cape Breton Corporation
Commerce Tower, 4th Floor
15 Dorchester Street
P.O. Box 1750
Sydney, Nova Scotia
B1P 6T7
(902) 564-3600

Ontario
60 Queen Street, 4th Floor
P.O. Box 1667, Station B
Ottawa, Ontario
K1P 5R5
(613) 954-2422

Prince Edward Island
75 Fitzroy Street, 3rd Floor
Charlottetown, Prince Edward Island
C1A 1R6
(902) 566-7492

Parliamentary Committees

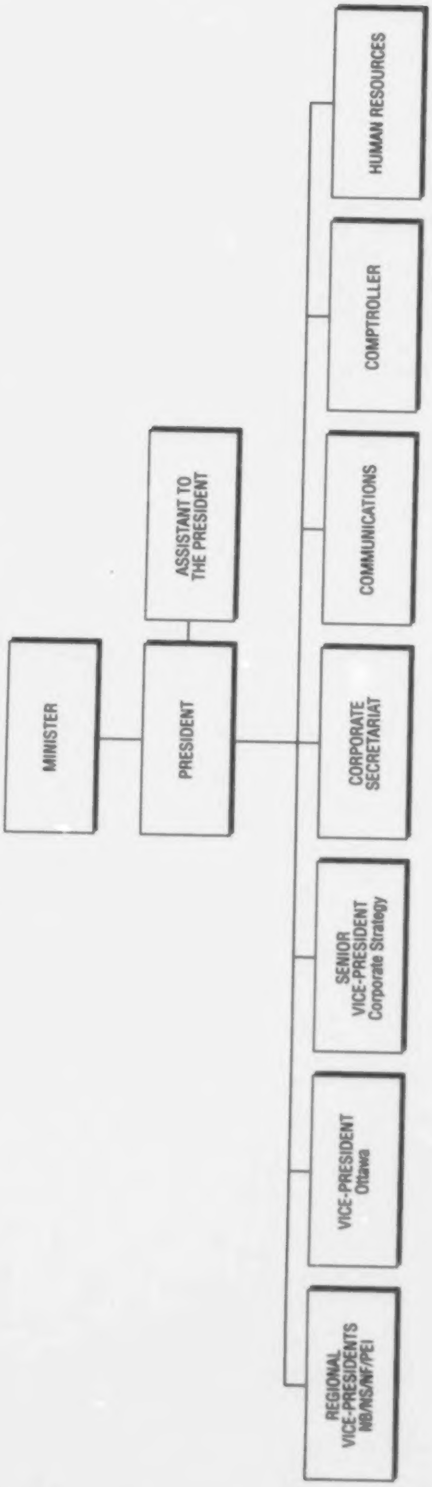
Senate Standing Committee on Banking, Trade and Commerce

House of Commons Standing Committee on Industry, Science and Technology, and Regional and Northern Development

Statutes

Atlantic Canada Opportunities Agency Act

Atlantic Canada Opportunities Agency


MINISTER
PRESIDENT
ASSISTANT TO THE PRESIDENT
REGIONAL VICE-PRESIDENTS NB/NS/NF/PEI
VICE-PRESIDENT Ottawa
SENIOR VICE-PRESIDENT Corporate Strategy
CORPORATE SECRETARIAT
COMMUNICATIONS
COMPTROLLER
HUMAN RESOURCES

Canada Mortgage and Housing Corporation

Head Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7

General Inquiries
(613) 748-2000

Minister
Minister of State (Housing)

Principal Officers

Board of Directors

Chairperson	– Robert E. Jarvis (Toronto)
CMHC Member	– Eugene A. Flichel
Public Service Members	– Dr. T. Russell Robinson (Ottawa)
	Richard P. Lebeau (Montreal)
	Wally Majesky (Markham, Ontario)
	Ross G. Marks (100 Mile House, British Columbia)
	Irene T. Swindells (Halifax)
	Joel D. Teal (Saskatoon)

Other Principal Officers

Acting President and Senior Vice-President, Policy Research and Programs	– E.A. Flichel
Senior Vice-President, Insurance and Asset Administration	– G.E. Girard
Senior Vice-President, Corporate Resources	– vacant
Vice-President, Programs	– R.D. Warne
Vice-President, Human Resources and Administration	– J.M. Potter
Vice-President, Public Affairs and Corporate Secretary	– C.G. Warne
Vice-President, Land Management	– J.T. Lynch
General Counsel and Director, Legal	– C. Poirier-Defoy

Historical Background

Originally called the Central Mortgage and Housing Corporation, CMHC was incorporated in January 1946 to respond to the immediate challenges of postwar reconstruction and the needs of returning veterans and also to administer the *National Housing Act*, the chief instrument of long-term housing improvements. Since its inception, CMHC has been assigned a variety of tasks ranging from direct management of residential construction and real estate to support for private housing market activities. Since 1964 CMHC has assumed more and more responsibilities of a social policy nature.

Overall Responsibilities

CMHC is a wholly-owned Crown corporation under the *Financial Administration Act*, whose role and responsibilities are defined in the *Canada Mortgage and Housing Corporation Act* and the *National Housing Act*.

The Corporation's legislation is permissive and facilitative, rather than mandatory and comprehensive; this gives it the flexibility to deal with regional circumstances and local issues.

As embodied in the *National Housing Act* (NHA) the purpose of the Corporation is:

"to promote the construction of new houses, the repair and modernization of existing houses... and the improvement of housing and living conditions."

Under the terms of the NHA, Canada Mortgage and Housing Corporation is authorized to:
- establish a system of loan insurance;
- acquire lands for public purposes;
- assist Canadians, mainly by the provision of loans and contributions, in gaining access to suitable accommodation, whether as homeowners, tenants or members of co-operative organizations; and
- improve existing dwellings and the quality of their community environment.

The Corporation also has a major role to play in improving the quality of housing and community planning through research, development projects, dissemination of information and as a policy advisor to the government.

Organization and Programs

There are eight major sectors within the corporate organization:

- Public Affairs develops corporate communications strategy, plans, federal/corporate visibility and co-ordinates internal and external corporate communications;
- Corporate Resources is responsible for financial policy and planning, accounting and system development;
- Human Resources and Administration is responsible for compensation, classification and development of staff and the provision of personnel services; the management of corporate records, supply of office services and accommodation;
- General Counsel is responsible for legal counsel and services, and the Access to Information and Privacy Office;
- Policy and Research develops policy and undertakes research relating to living conditions;
- Programs plans, analyses and delivers grant, contribution and subsidy programs;
- Land Management is responsible for the effective management, planning and financial control of CMHC's land portfolio and for new land development opportunities on surplus federal lands;
- Insurance and Asset Administration manages and disposes of CMHC's acquired assets and provides mortgage loan insurance.

Major ongoing housing programs and operations include:

- Non-profit Housing Program which provides assistance to public or private non-profit organizations and co-op groups which agree to build or buy housing for low income households;
- Rent Supplement Program which assists needy households by subsidizing rents in rental buildings or housing co-operatives;
- Residential Rehabilitation Assistance Program which provides assistance to repair, rehabilitate or improve dwelling units to a minimum level of health and safety;
- Off-Reserve Rural and Native Housing (RNH) Programs which help native people and others in rural areas to obtain housing for ownership or rent. There are four programs available: Rural and Native Housing Program, RNH Demonstration Program, Rural component of the Residential Rehabilitation Assistance Program and Emergency Repair Program;
- Urban Native Housing Program which helps non-profit private housing corporations or housing co-operatives to own and operate rental housing projects for natives in urban centres;
- On-Reserve Housing Programs which assist Indian band councils and Indian non-profit groups to build and repair housing on reserves. Assistance is also provided to organizations which agree to supply housing for low-income households. There are two programs available: Non-Profit Housing Program and Residential Rehabilitation Assistance Program;
- Family Violence Initiative which provides assistance to private non-profit groups and to Indian bands to create emergency shelters for battered women through new construction or the rehabilitation or conversion of existing structures;
- Federal Co-operative Housing Program which helps to develop housing projects owned and operated by not-for-profit continuing housing co-operatives;
- Mortgage Rate Protection Program (MRPP) which provides protection for homeowners against substantial increases in monthly payments caused by sharp increases in mortgage interest rates;
- Mortgage Insurance which promotes the availability of mortgage funds by protecting lenders in the event of borrower default. By insuring loans made by NHA approved lenders, CMHC promotes equal access across the country to mortgage financing and home-ownership at the lowest possible cost;
- Mortgage Backed Securities which are investment certificates similar to government bonds with CMHC providing a guarantee of timely payment to investors;
- Land Management which develops, manages and disposes of CMHC and partnership-owned lands;
- Asset Administration which provides for the administration of CMHC's asset portfolio consisting of mortgage loans and investments;
- Portfolio management which administers the social housing portfolio, representing a significant capital investment supported by the federal government. A large portion of the portfolio is administered by CMHC through non-profit and co-operative sponsors. The remainder is administered under arrangements with the provinces and territories; and
- Research and Development, which undertakes and supports research on current housing problems and planning for future housing needs.

Regional Offices

Atlantic Region
Brunswick House, Suite 1200
44 Chipman Hill
Mail: P.O. Box 7320
Station A
Saint John, New Brunswick
E2L 4S7
(506) 636-4460

Quebec Region
Place du Canada, 9th Floor
1010 De la Gauchetière Street, West
Montreal, Quebec
H3B 2N2
(514) 283-4464

Ontario Region
Atria North, Suite E222
2255 Sheppard Avenue East
Willowdale, Ontario
M2J 4Y1
(416) 495-2000

Prairie and Northwest Territory Region
410 22nd Street East, Suite 300
Saskatoon, Saskatchewan
S7K 5T6
(306) 975-4917

British Columbia and Yukon Region
World Trade Centre, Suite 450
999 Canada Place
Vancouver, British Columbia
V6C 3E1
(604) 666-2516

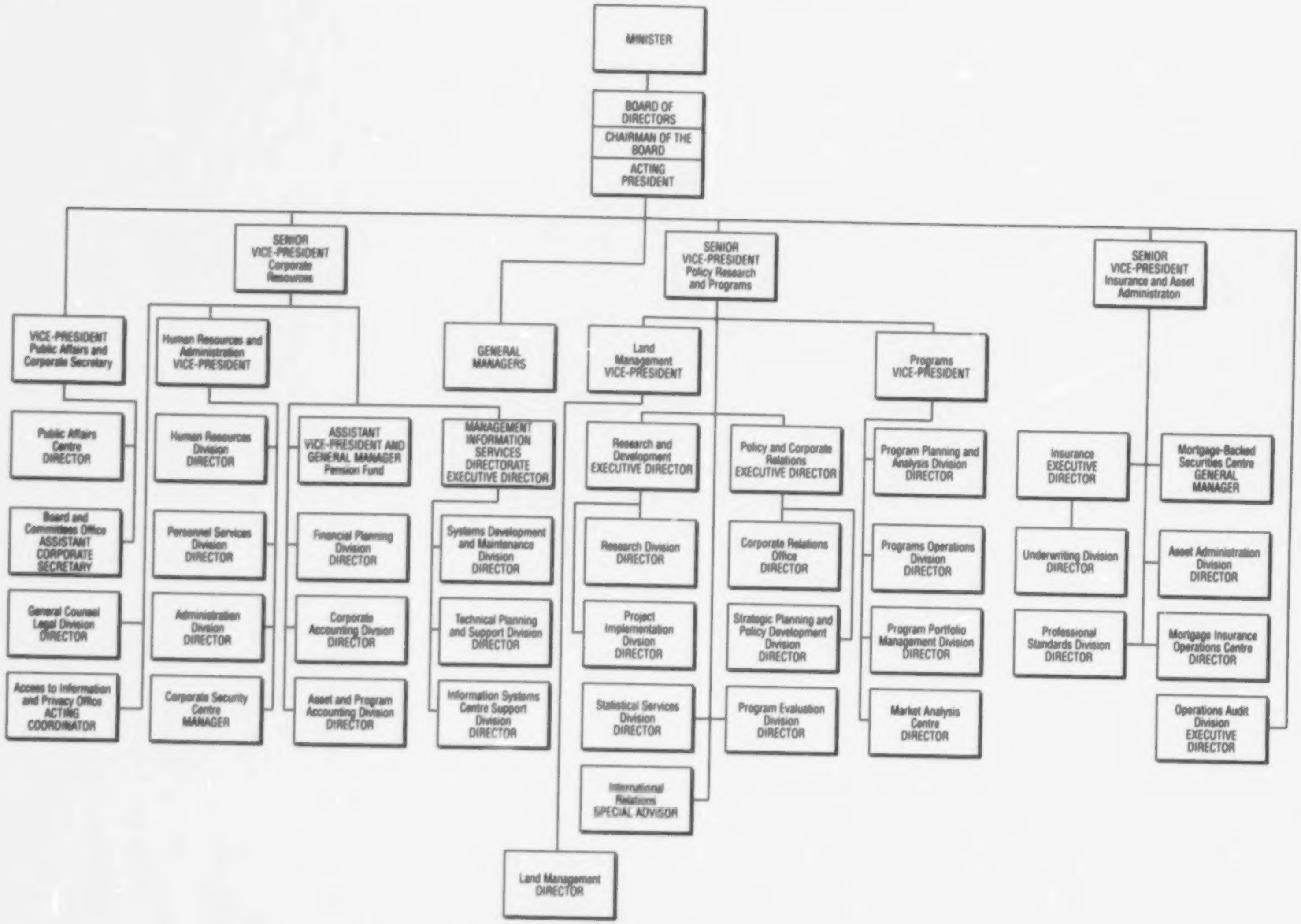
Parliamentary Committee

Consumer and Corporate Affairs and Government Operations.

Statutes

National Housing Act
Canada Mortgage and Housing Act

Canada Mortgage and Housing Corporation


MINISTER
BOARD OF DIRECTORS
CHAIRMAN OF THE BOARD
ACTING PRESIDENT
VICE-PRESIDENT Public Affairs and Corporate Secretary
Public Affairs Centre DIRECTOR
Board and Committees Office ASSISTANT CORPORATE SECRETARY
General Counsel Legal Division DIRECTOR
Access to Information and Privacy Office ACTING COORDINATOR
SENIOR VICE-PRESIDENT Corporate Resources
Human Resources and Administration VICE-PRESIDENT
Human Resources Division DIRECTOR
Personnel Services Division DIRECTOR
Administration Division DIRECTOR
Corporate Security Centre MANAGER
ASSISTANT VICE-PRESIDENT AND GENERAL MANAGER Pension Fund
Financial Planning Division DIRECTOR
Corporate Accounting Division DIRECTOR
Asset and Program Accounting Division DIRECTOR
MANAGEMENT INFORMATION SERVICES DIRECTORATE EXECUTIVE DIRECTOR
Systems Development and Maintenance Division DIRECTOR
Technical Planning and Support Division DIRECTOR
Information Systems Centre Support Division DIRECTOR
GENERAL MANAGERS
SENIOR VICE-PRESIDENT Policy Research and Programs
Land Management VICE-PRESIDENT
Land Management DIRECTOR
Research and Development EXECUTIVE DIRECTOR
Research Division DIRECTOR
Project Implementation Division DIRECTOR
Statistical Services Division DIRECTOR
International Relations SPECIAL ADVISOR
Policy and Corporate Relations EXECUTIVE DIRECTOR
Corporate Relations Office DIRECTOR
Strategic Planning and Policy Development Division DIRECTOR
Program Evaluation Division DIRECTOR
Programs VICE-PRESIDENT
Program Planning and Analysis Division DIRECTOR
Programs Operations Division DIRECTOR
Program Portfolio Management Division DIRECTOR
Market Analysis Centre DIRECTOR
SENIOR VICE-PRESIDENT Insurance and Asset Administration
Insurance EXECUTIVE DIRECTOR
Underwriting Division DIRECTOR
Professional Standards Division DIRECTOR
Mortgage-Backed Securities Centre GENERAL MANAGER
Asset Administration Division DIRECTOR
Mortgage Insurance Operations Centre DIRECTOR
Operations Audit Division EXECUTIVE DIRECTOR

Canadian Human Rights Commission

Head Office

320 Queen Street, 13th Floor
Place de Ville, Tower A
Ottawa, Ontario
K1A 1E1

General Inquiries

(613) 995-1151
Visual Ear: (613) 996-5211

Minister

Minister of Justice

Principal Officers

Chief Commissioner – Maxwell Yalden
Deputy Chief Commission – Michelle Falardeau-Ramsay
Secretary General – John Hucker
Director General – Stuart Beaty

Historical Background

In 1970, the Royal Commission on the Status of Women included in its recommendations, under the Plan for Action, the establishment of a Human Rights Commission. The formation of this commission would reflect Canada's international commitments when the International Covenant on Civil and Political Rights was ratified in 1976. The *Canadian Human Rights Act* received Royal Assent in July 1977, and in August 1977, Part II of the Act established the Canadian Human Rights Commission; the Act was amended in 1983 and 1985.

Overall Responsibilities

The Commission is empowered:

- to receive and process complaints;
- contribute publicly to the most important human rights discussions of the day; and
- to establish an intelligible and justifiable process of systemic remedies for systemic problems.

Organization and Programs

Legal Services Branch

Legal advice is provided to Commission members by this Branch, which may become involved at any phase of the case management process. If a complaint reaches a tribunal hearing, the Federal Court or the Supreme Court, the Commission's position is presented by a member of its legal staff or occasionally by outside counsel.

Complaints Procedures Branch

This Branch sets the standards and provides training for investigators in the regional offices. It also reviews all cases before they are presented to the Commission for decision, and all cases that are sent to conciliation are handled by this Branch.

Employment and Pay Equity Branch

Complaints that deal with an employer's entire compensation or employment system are handled at headquarters by this Branch. It is also involved in reviewing the employment systems of several major employers.

Communications Branch

This Branch is responsible for informing the public of developments related to human rights and of the Commission's activities and policies.

Research and Policy

Its responsibilities include monitoring domestic and international human rights issues of interest to the Commission and developing policy papers and positions for its approval.

Regional Offices

Investigation of all discrimination complaints except those dealing with employment and pay equity is the responsibility of the regional offices. They also handle most of the inquiries which come to the Commission and provide a link with the public through communication programs run out of each office.

The Corporate Services Branch

This Branch provides support services in the areas of finance, human resources, systems and administration. Its focus is on increasing efficiency in the management of information related to the complaints process, and the data requirements associated with employment equity.

Regional Offices

Alberta and Northwest Territories Regional Office
10506 Jasper Avenue, Room 401
Edmonton, Alberta
T5J 2W9
(403) 495-4040
Visual Ear: (403) 495-4108

Western Regional Office
609 West Hastings Street, Suite 600
Vancouver, British Columbia
V6B 4W4
(604) 666-2251
Visual Ear: (604) 666-3071

Prairie Regional Office
275 Portage Avenue, Room 718
Winnipeg, Manitoba
R3B 2B3
(204) 983-2189
Visual Ear: (204) 983-2882

Atlantic Regional Office
Halifax Insurance Building
5670 Spring Garden Road, Suite 310
P.O. Box 3545
South Postal Station
Halifax, Nova Scotia
B3J 3J2
(902) 426-8380
Visual Ear: (902) 426-9345

National Capital Regional Office
Martel Building, Room 915
270 Albert Street
P.O. Box 2052, Station D
Ottawa, Ontario
K1P 5W3
(613) 996-0026
Visual Ear: (613) 998-5927

Ontario Regional Office
55 St Clair Avenue East, Room 623
Toronto, Ontario
M4T 1M2
(416) 973-5527
Visual Ear: (416) 973-8912

Quebec Regional Office
1253 McGill College Avenue, Room 330
Montreal, Quebec
H3B 2Y5
(514) 283-5218
Visual Ear: (514) 283-1869

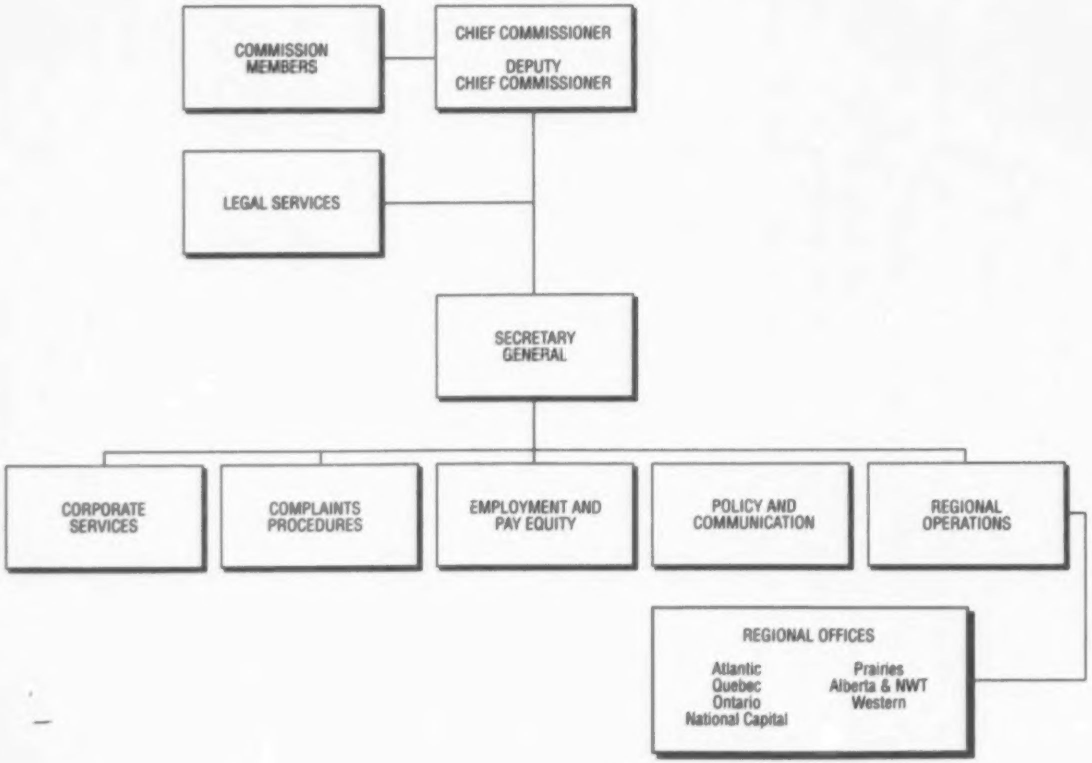
Parliamentary Committee

Human Rights and the Status of Disabled Persons

Statute

Canadian Human Rights Act

Canadian Human Rights Commission


COMMISSION MEMBERS
CHIEF COMMISSIONER
DEPUTY CHIEF COMMISSIONER
LEGAL SERVICES
SECRETARY GENERAL
CORPORATE SERVICES
COMPLAINTS PROCEDURES
EMPLOYMENT AND PAY EQUITY
POLICY AND COMMUNICATION
REGIONAL OPERATIONS
REGIONAL OFFICES
Atlantic
Quebec
Ontario
National Capital
Prairies
Alberta & NWT
Western

Communications Canada

Legal Title
Department of Communications

Head Office
300 Slater Street
Journal Tower North
Ottawa, Ontario
K1A 0C8

General Inquiries
(613) 990-4900
(613) 990-4854 (Director General, Information services)

Minister
Minister of Communications

Principal Officers

Deputy Minister	– Alain Gourd
Assistant Deputy Minister, Technology and Research	– Michael Binder
Senior Assistant Deputy Minister	– Ken Hepburn
Director General, Information Services	– Philip Kinsman
Assistant Deputy Minister, Spectrum Management and Regional Operations	– Robert A. Gordon
Assistant Deputy Minister, Cultural Affairs and Broadcasting	– Richard Stursberg
Acting Assistant Deputy Minister, Corporate Management	– Barbara Bloor
Assistant Deputy Minister, Quebec	– Jacques Lyrette

Historical Background

The Department of Communications (DOC) was established by the *Department of Communications Act*, 1969.

Overall Responsibilities

The Department promotes the development and use of the national telecommunications system, which comprise both conventional and newer technologies, including telephones, satellites, electronic media, radio, cable and fibre optics. With the transfer of the arts and culture program to the Department in 1980, its mandate was broadened to include Canadian cultural industries, heritage and support for artists.

Organization and Programs

The Department of Communications has six sectors: Technology and Research, Spectrum Management, Cultural Affairs, Assistant Deputy Minister Quebec, Corporate Policy and Corporate Management.

Technology and Research (ADMTR)
This Sector is one of the cores of the Department. It formulates policies related to the development of the national communications network, including radio, wire, cable and satellite systems. The Sector also conducts research and provides information on new technologies and services, and promotes the use of new telecommunications and informatics technologies by government, industry and the public. Sections in this Sector include: Space Technologies Research, Communications Technology Research, Government Telecommunications, Industry and Economic Development, Technology and Policy Planning, Broadcast Technologies Research, Communications Applications Research, Informatics Management, and Communications Devices and Components Research.

Spectrum Management (ADMSR)
This Sector manages the use and development of the radio frequency spectrum in Canada, and protects Canadian interests in the negotiation of international agreements on the use of the spectrum and the geostationary satellite orbit. It also manages the Department's operations throughout Canada.

Cultural Affairs (ADMAC)
Cultural Affairs develops policies and administers programs intended to foster an environment in which Canada's heritage is preserved and made accessible, artistic expression can flourish, cultural markets can develop and Canadian audiences can enjoy full access to cultural products.

Assistant Deputy Minister, Quebec (SMAQ)
This Sector handles all activities concerning communication and culture in the region of Quebec, with the exception of spectrum management. SMAQ also administers the Canadian Workplace Automation Centre (CWARC).

Corporate Policy (SADM)
This Sector manages corporate activities, strategic planning and telecommunications policy. It is subdivided into eight branches: Strategy and Plans, Telecommunications, Federal-Provincial Relations, International Relations, Legal Services, Information Services, Program Evaluation, and Internal Audit.

Corporate Management (ADMCM)
This Sector supports and advises the Minister, departmental managers and employees in carrying out the mission of the Department.

Regional Offices

Atlantic Region
Terminal PLaza Building
1222 Main Street, 7th Floor
P.O. Box 5090
Moncton, New Brunswick
E1C 8R2

Quebec Region
295 St. Paul Street East
Montreal, Quebec
H2Y 1H1

Ontario Region
55 St. Clair Avenue East, 9th Floor
Toronto, Ontario
M4T 1M2

Central Region
386 Broadway Avenue, Room 200
Winnipeg, Manitoba
R3C 3Y9

Pacific Region
800 Burrard Street, Suite 1700
Vancouver, British Columbia
V6Z 2J7

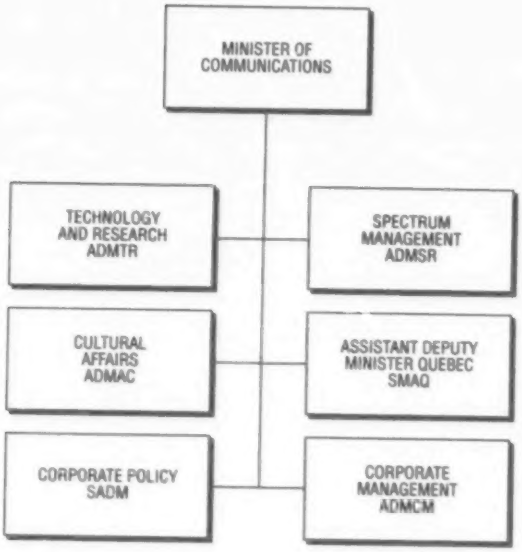
Parliamentary Committee

Communications and Culture

Statutes

Department of Communications Act
Telegraphs Act
Canadian Radio-television and Telecommunications Commission Act
National Telecommunications Powers and Procedures Act
Telesat Canada Act
Radiocommunications Act
Railway Act
Broadcasting Act
Canada Council Act
Canadian Film Development Corporation Act
Cultural Property Import and Export Act
National Arts Centre Act
National Film Act
National Library Act
National Museums Act
National Archives of Canada Act

Communications Canada


MINISTER OF COMMUNICATIONS
TECHNOLOGY AND RESEARCH ADMTR
SPECTRUM MANAGEMENT ADMSR
CULTURAL AFFAIRS ADMAC
ASSISTANT DEPUTY MINISTER QUEBEC SMAQ
CORPORATE POLICY SADM
CORPORATE MANAGEMENT ADMCM

Canada Council

Head Office

99 Metcalfe Street
P.O. Box 1047
Ottawa, Ontario
K1A 0C8

General Inquiries

Tel: (613) 598-4365
Fax: (613) 598-4390

Minister

Minister of Communications

Principal Officers

Chairman – Alan Gotlieb
Vice-Chairman – Jacques E. Lefebvre
Council Members – A. Gordon Armstrong
Tommy Banks
Patricia Bovey
Aubrey D. Browne
Edith Butler
Jacques Courtois
Ken Danby
Louise Dionne
H. Donald Guthrie
Barbara Hagerman
Martha Henry
Thérèse Lupien
John D. McKellar
Lloyd M. Newman
Mary Pratt
Nancy-Gay Rotstein
Lorraine Thorsrud
Director – Joyce Zemans
Associate Director – Vacant
Senior Assistant Director, Treasurer and Director of Administration and Finance – Peter D.R. Brown
Assistant Director and Secretary to the Council – Jocelyn Harvey
Secretary General for the Canadian Commission for Unesco – Vacant

Historical Background

The Canada Council was created, in 1957, by the *Canada Council Act.*

Overall Responsibilities

The Council fosters and promotes the study and enjoyment of, and the production of works in, the arts. To fulfil this mandate, the Council offers a broad range of grants and services to artists and other arts professionals and to arts organizations. It also maintains the secretariat for the Canadian Commission for Unesco, administers the Killam Program of scholarly awards and prizes and offers a number of other prestigious awards.

The Canada Council and its staff rely heavily on the advice and co-operation of advisory committees and of artists and art professionals from all parts of Canada, who are consulted both individually and collectively. The Council also works close in co-operation with federal and provincial cultural agencies and departments.

Annual grants from Parliament are the Canada Council's main source of funds. These grants are supplemented by income from an Endowment Fund established by Parliament in 1957. The Council has over the years received a number of private donations and bequests.

Organization and Programs

The Council awards about 4200 grants each year: 3000 grants to professional arts organizations such as opera, dance and theatre companies, orchestras, film and video organizations, public art galleries, book and periodical publishers and artists' centres; and 1200 to individual artists to create works of art, do research, or to further their training and development. To apply for grants, artists must be Canadian citizens or permanent residents of Canada.

The Council has developed over 120 programs which are modified regularly to meet the changing needs of the arts community. Six sections are responsible for the overall development of specific art forms: Dance, Music and Opera, Theatre, Writing and Publishing, Visual Arts, and Media Arts.

Four other sections complement their work.

Arts Awards Service

This Section administers an extensive program of grants to individual artists.

Explorations Program

Innovative projects by individuals, groups and non-profit organizations that venture into new artistic territory receive support from this Section.

Art Bank
This Section purchases works by visual artists and rents them for display in government departments and non-profit organizations across Canada.

Touring Office
Providing services and grants to promote touring by artists and companies in dance, theatre, music, and opera is the responsibility of this Section.

Regional Office

207 Robinson Street, Suite 11
Moncton, New Brunswick
E1C 5C5
(506) 851-6090
Fax: (506) 851-6081

Parliamentary Committee

House of Commons Standing Committee on Communications and Culture

Canadian Broadcasting Corporation

Head Office

1500 Bronson Avenue
P.O. Box 8478
Ottawa, Ontario
K1G 3J5

General Inquiries

(613) 724-1200
TDD (Telephone Device for the Deaf): (613) 733-8868
(613) 738-6887

Minister

Minister of Communications

Principal Officers

Chairperson-designate – Patrick Watson
President – Gérard Veilleux
Board of Directors – Brian G. Armstrong
Gilles Boulet
Elizabeth Burnham
Michel Doyon
Don M.E. Hamilton
Nancy L. Juneau
Sandra Kolber
Robert Kozminski
William H. Neville
Michael Power
Carolyn Tavender
Executive Vice-President – Michael McEwan
Senior Vice-President – Anthony S. Manera
Internal Auditor (Vice-President) – Erik Peters
Vice-President and General Council – Jacques R. Alleyn, Q.C.
Executive Director, Communications and Broadcast Services –Robert O'Reilly
Acting Vice-President, Engineering – Brian Baldry (Montreal)
Vice-President, Finance – Stephen Cotsman
Acting Vice-President, Human Resources – Marie P. Poulin
Vice-President, Planning and Corporate Affairs – John Shewbridge
Vice-President, Regional Operations – Harold Redekopp
Vice-President, English Television – Denis Harvey (Toronto)
Vice-President, English Radio – Donna Logan (Toronto)
Acting Vice-President, French Television – Guy Gougeon (Montreal)
Vice-President, French Radio – Jean Blais (Montreal)
Acting Corporate Secretary – Bill Akerley

Historical Background

The CBC is a publicly-owned corporation established in 1936 by an Act of Parliament to provide national broadcasting service in Canada. Under this legislation, the CBC is responsible to Parliament, reporting yearly on its operations.

Overall Responsibilities

The 1968 *Broadcasting Act* requires the CBC to provide a predominantly Canadian broadcasting service which offers balanced programming for different interests and tastes, reaches all parts of Canada, is available in English and in French, serves regional needs and contributes to cultural exchange, national unity and the Canadian identity. A new broadcasting act is expected to be passed soon which will create some change to the current mandate.

Organization and Programs

The CBC operates television networks, AM and FM radio networks, and national satellite channels which provide cable systems throughout Canada. It carries daily proceedings of the House of Commons and coverage of special events of national interest. As well, CBC operates Newsworld, a 24-hour national satellite-delivered English language news and information service. In the far north, CBC's radio and television services provide network programming in English and French as well as special programs in various languages of Inuit and other native residents. Radio Canada International, the multilingual international service, broadcasts around the world in 12 languages.

Regional Offices

English Regional Broadcasting Offices

Newfoundland Region
Ayres's Centre, Pippy Place
P.O. Box 12010, Station A
St. John's, Newfoundland
A1B 3T8
(709) 737-4140

Maritime Region
5600 Sackville Street
P.O. Box 3000
Halifax, Nova Scotia
B3J 3E9
(902) 420-8311

Quebec Region
1400 René-Lévesque Boulevard East
P.O. Box 6000
Montreal, Quebec
H3C 3A8
(514) 597-5970

Ontario Region
372 Jarvis Street, Annex
P.O. Box 500, Station A
Toronto, Ontario
M5W 1E6
(416) 975-3311

National Capital Region
250 Lanark Avenue (TV)
Chateau Laurier (Radio)
P.O. Box 3220, Station C
Ottawa, Ontario
K1Y 1E4
(613) 724-1200

Manitoba Region
491 Portage Avenue
P.O. Box 160
Winnipeg, Manitoba
R3C 2H1
(204) 775-8351

Saskatchewan Region
2440 Broad Street
Regina, Saskatchewan
S4P 4A1
(306) 347-9540

Alberta Region
4990 92nd Avenue
P.O. Box 555
Edmonton, Alberta
T5J 2P4
(403) 468-7500

British Columbia Region
700 Hamilton Street
P.O. Box 4600
Vancouver, British Columbia
V6B 4A2
(604) 662-6000

Northern Service
250 Lanark Avenue
P.O. Box 3220, Station C
Ottawa, Ontario
K1Y 1E4
(613) 724-1200

French Regional Broadcasting Offices
Atlantic Provinces
250 Archibald Street
P.O. Box 950
Moncton, New Brunswick
E1C 8N8
(506) 853-6666

Eastern Quebec Region
(Rimouski, Matane, Sept-Îles)
273 St-Jean-Baptiste Street West
Rimouski, Quebec
G5L 4J8
(418) 723-2217

Quebec Region
(Quebec City, Chicoutimi)
2475 Laurier Boulevard
P.O. Box 10400
Ste-Foy, Quebec
G1V 2X2
(418) 654-1341

Ontario Region
(Toronto, Sudbury, Windsor)
100 Carlton Street, 2nd Floor
P.O. Box 500, Station A
Toronto, Ontario
M5W 1E6
(416) 975-3566

National Capital Region
250 Lanark Avenue (TV)
Chateau Laurier (Radio)
P.O. Box 3220, Station C
Ottawa, Ontario
K1Y 1E4
(613) 724-1200

Manitoba Region
491 Portage Avenue
P.O. Box 160
Winnipeg, Manitoba
R3C 2H1
(204) 786-0288

Saskatchewan Region
2440 Broad Street
Regina, Saskatchewan
S4P 4A1
(306) 347-9540

Alberta Region
8861 75th Street
P.O. Box 555
Edmonton, Alberta
T5J 2P4
(403) 468-7500

British Columbia Region
700 Hamilton Street
P.O. Box 4600
Vancouver, British Columbia
V6B 4A2
(604) 662-6000

Parliamentary Committee

House of Commons Standing Committee on
Communications and Culture

Canadian Commission for Unesco

Legal title
Canadian Commission for the United Nations Educational, Scientific and Cultural Organization

Head Office
99 Metcalfe Street
P.O. Box 1047
Ottawa, Ontario
K1P 5V8

General Inquiries
(613) 598-4325

Minister
Minister of Communications

Principal Officers

President	– Guy Bourgeault
Vice-President	– Viviane Launay
Secretary-General	– Francine Fournier
Associate Secretary-General	– Louis Patenaude

Historical Background

The Canadian Commission for Unesco was established by order-in-council in 1957, which entrusted the Canada Council for its establishment.

Overall Responsibilities

The Commission co-operates with governments, organizations and institutions and all Canadians interested in the activities of Unesco. It also works with the Unesco Secretariat in Paris and with national commissions in other member states in implementing Unesco programs, and advises the Canadian government through the Department of External Affairs on all matters relating to Unesco.

Organization and Programs

Education Sector

This Sector operates in such fields as literacy, teacher training, technical and vocational education, environmental education, recognition of studies and diplomas in higher education, educational reform, planning and administration, and the struggle against discrimination in education.

Natural Sciences Sector

Canada participates in a number of intergovernmental Unesco programs in the natural sciences through the Canadian Commission for Unesco in co-operation with other departments. Energy, Mines and Resources supports the International Geological Correlation Program (IGCP); Fisheries and Oceans Canada, the Intergovernmental Oceanographic Commission (IOC); Environment Canada and the National Research Council, the International Hydrological Program (IHP); and the Commission supports Canadian involvement in the Man and the Biosphere Program (MAB).

Social Sciences Sector

The Social Sciences program deals with such questions as:
- the elimination of prejudice, intolerance, racism and apartheid;
- peace, international understanding, human rights and the rights of people;
- the status of women;
- activities on behalf of youth; and
- international development.

Culture Sector

Major themes in the Culture Sector are:
- preservation and enhancement of cultural heritage;
- cultural identity and intercultural relations;
- promotion of creation and creativity;
- cultural development and cultural policies; and
- development of books and reading.

Communication Sector

The Communication Sector supports the development of communication capabilities and the free flow of ideas by word and image, mainly through the International Program for the Development of Communication (IPDC).

Intersectoral Programs and Special Projects

This area of the Commission is concerned with the Participation Program of Unesco, the McLuhan Teleglobe Canada Award, the General Information Program of Unesco and the Annual Meeting of the Commission.

World Decade for Cultural Development (1988-1997)

The General Assembly of the United Nations proclaimed 1988-1997 the World Decade for Cultural Development and has designated Unesco as the lead agency for its implementation. The Program Officer for this sector is responsible for the co-ordination of Decade-activities in Canada.

Public Information Section

This Section is responsible for public relations, the Commission's publications and documents, the documentation centre, the film and photo library and information to the general public.

Regional Office

Unesco Liaison Office in Canada
56 St-Pierre Street, Room 500
Quebec, Quebec
G1K 4A1

Canadian Museum of Civilization

Head Office
100 Laurier Street
Hull, Quebec
J8X 4H2

Mailing Address
P.O. Box 3100, Station B
Hull, Quebec
J8X 4H2

General Inquiries
(819) 776-7160 (Chief, Communications)

Minister
Minister of Communications

Principal Officers

Secretary General, National Museums of Canada	– John Edwards
Director (CMC)	– George MacDonald
Deputy Director (CMC)	– Jacques Ouellet
Chief, Communications (CMC)	– Hélène Nantel

Historical Background

The origins of the Canadian Museum of Civilization go back to the 1842 Geological Survey of the Province of Canada. In 1927, the Survey was renamed the National Museum of Canada.

In 1968, the federal government brought its four national museums, including the National Museum of Man, together under the National Museums of Canada Corporation. At that time, responsibility for the museums rested with the Secretary of State. In 1980, the museums were transferred to the Department of Communications.

After a public contest for a new name, the National Museum of Man became the Canadian Museum of Civilization (CMC) in 1986. In June 1989, the new museum officially opened its doors to the public at its new location in Hull, Quebec.

Overall Responsibilities

The Canadian Museum of Civilization has three objectives:

- to collect, record, preserve and understand the national heritage, in the context of cultural history of the world, in order to enrich the lives of present and future generations and to assist others to do the same;
- to communicate information and knowledge in order to foster understanding and appreciation of the national heritage in the areas of history (including military history), ethnology, archaeology, physical anthropology and folk culture and to assist others to communicate information and knowledge relative to their similar collections; and
- to manage and direct the overall resources of the Museum in pursuit of its objectives and to assist in the management of the National Museums of Canada as a whole.

Organization and Programs

Museum programs fall into three general areas, based on the objectives of the Museum.

Collect, Record, Preserve and Understand
The Museum:

- acquires artifacts, specimens and other historical objects in the fields of ethnology, archaeology, physical anthropology, folk culture and military history;
- collects archaeological artifacts from Museum-sponsored excavations;
- acts as a repository for all artifacts recovered from digs in the Yukon and Northwest Territories;
- takes inventories and records information on all of the Museum's collections;
- restores, cleans, repairs and stabilizes artifacts; and
- provides safe environmentally controlled conditions for their maintenance.

Communicate
This area includes the development, design, fabrication and maintenance of permanent, special and travelling exhibitions, and public educational programming. It also includes publications and the co-ordination of volunteers.

Manage
In this area, the Museum manages the human and financial resources required to develop and make collections available. Resources are allocated to produce optimum results while meeting government and international standards for the curation and development of museum collections and documentation.

Regional Offices

None

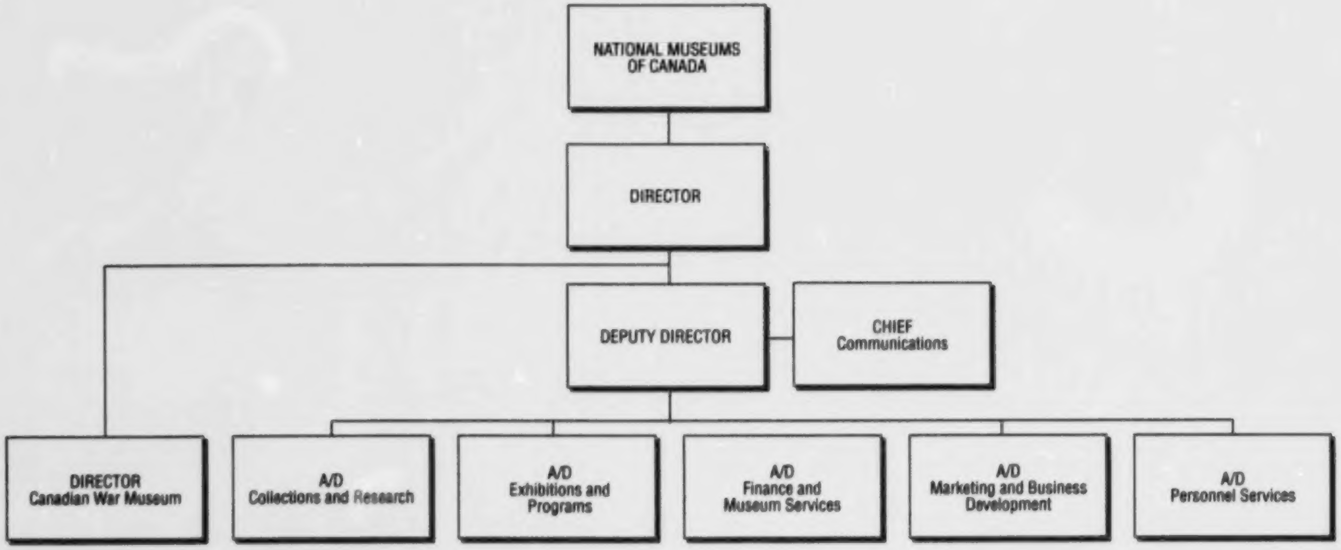
Parliamentary Committee

Standing Committee on Communications and Culture

Statute

National Museums Act

Canadian Museum of Civilization


NATIONAL MUSEUMS OF CANADA
DIRECTOR
DEPUTY DIRECTOR
CHIEF Communications
DIRECTOR Canadian War Museum
A/D Collections and Research
A/D Exhibitions and Programs
A/D Finance and Museum Services
A/D Marketing and Business Development
A/D Personnel Services

Canadian War Museum

Head Office

330 Sussex Drive
Ottawa, Ontario
K1A 0M8

General Inquiries

(613) 992-2774

Minister

Minister of Communications

Principal Officers

Director	– Victor J.H. Suthren
Chief of Public Programs	– Daniel Glenney
Chief Curator of Collections	– Richard K. Malott

Historical Background

The Canadian War Museum considers its official history to have begun on 5 November 1880 with the establishment of a small military museum in Cartier Square Drill Hall in Ottawa. In 1968, the *National Museums Act* established the National Museums Corporation. The Canadian War Museum became a division of the National Museum of Man. In 1985, the Canadian War Museum received Associate Museum status within the National Museum of Man (now the Canadian Museum of Civilization). In 1987, the present building on Sussex Drive, occupied by the War Museum was granted a heritage designation as a Classified Building, of historic architectural importance.

Overall Responsibilities

The Canadian War Museum is an affiliate museum of the Canadian Museum of Civilization. It is autonomous in curatorial and research functions, and in public programming; it remains integrated with the Canadian Museum of Civilization in finance and administration matters. The Director, CWM, reports to the Director, CMC, and is part of the CMC Management Group.

The Canadian War Museum houses some 300 000 artifacts in its warehouse (Vimy House), curatorial building and its Sussex Drive Public Programs building. Less than one percent of this collection is exhibited or travelled, due to lack of gallery space at Sussex Drive.

Organization and Programs

The Canadian War Museum has four sections or divisions: Conservation, Collections and Research, Public Programs and Administration.

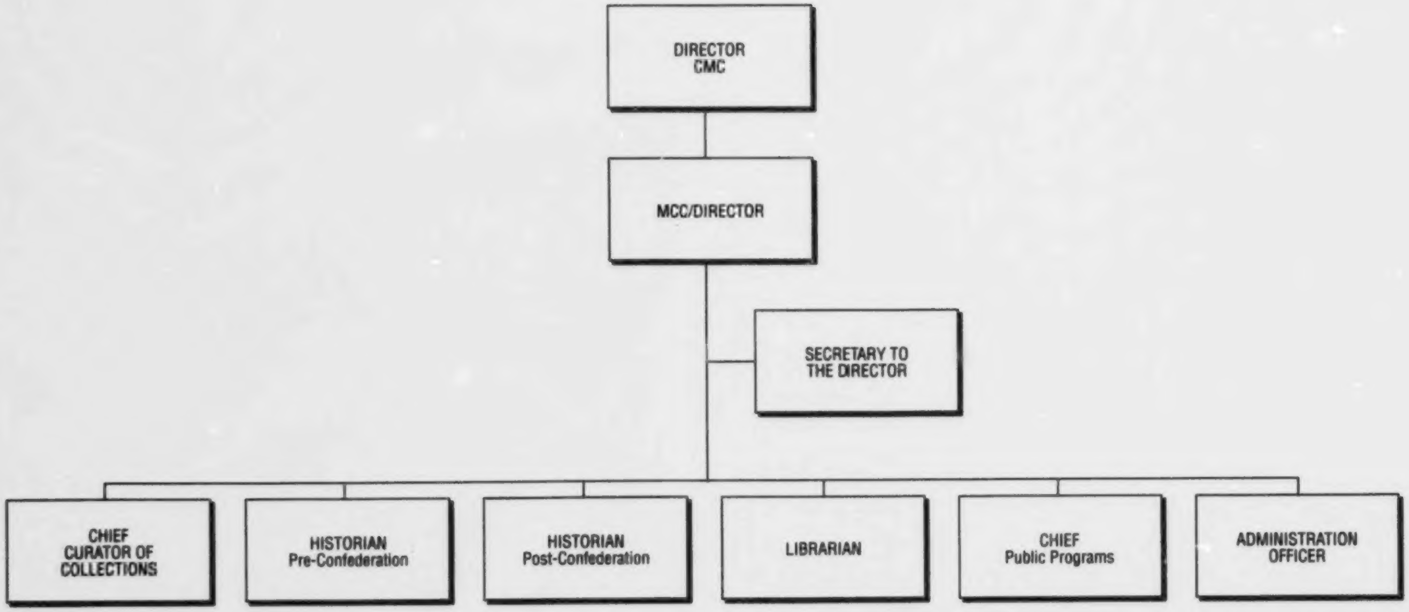
Regional Offices

None

Statute

National Museums Act

Canadian War Museum


DIRECTOR
CMC
MCC/DIRECTOR
SECRETARY TO THE DIRECTOR
CHIEF CURATOR OF COLLECTIONS
HISTORIAN Pre-Confederation
HISTORIAN Post-Confederation
LIBRARIAN
CHIEF Public Programs
ADMINISTRATION OFFICER

Canadian Museum of Nature

Head Office
Metcalfe and McLeod
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4

General Inquiries
(613) 996-3102
(613) 991-4317 (Media Relations)

Minister
Minister of Communications

Principal Officers

Deputy Minister	– Alain Gourd
Assistant Deputy Minister	– J. Lyrette
Senior Assistant Deputy Minister, Corporate Policy	– K.T. Hepburn
Assistant Deputy Minister, Technology and Research	– M. Binder
Chairperson, Board of Trustees	– Norman Wagner, Calgary, Alberta
Vice-Chairperson	– Pierre Dansereau, Outremont, Quebec

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Susanne Hudson-French, Vanier, Ontario
Doreen Jensen, Vancouver, British Columbia
Els Kavanagh, Winnipeg, Manitoba
Claire McNicoll, Quebec, Quebec
Claude Métras, Sherbrooke, Quebec
Yvon Pageau, Boucherville, Quebec
Flavia Elliott Redelmeier, Richmond Hill, Ontario
Rodrique Tremblay, Sept-Iles, Quebec
Joe Y. Wai, Vancouver, British Columbia

Historical Background

The Canadian Museum of Nature is a Crown corporation. Its roots go back to the 1842 Canadian and Natural History Survey established by Queen Victoria, which sent scholars out to collect geological, archaeological and biological material of the Province of Canada.

The Survey was renamed the National Museum of Canada in 1927 and in 1956, natural history became a separate museum known as the National Museum of Natural Sciences.

In 1968, the federal government brought its four national museums together under the National Museums of Canada Corporation. At that time, responsibility for the museums rested with the Secretary of State. In 1980, the museums were transferred to the Department of Communications.

The *1990 Museums Act* replaced the *1968 National Museums Act*, creating four distinct museum corporations.

Overall Responsibilities

The Museum establishes, maintains and develops a collection of natural history objects, with a special but not exclusive reference to Canada. It uses the collection and the knowledge derived from it to promote interest, understanding, appreciation and respect for the natural world.

Organization and Programs

Museum responsibilities are managed by three branches.

Collections and Research

This Branch oversees the collection and research of information that is relevant to the inventory of the Museum.

The Museum engages in many major research projects, undertaken by its staff members or associated scientists from universities and other organizations. More than five million scientific specimens are maintained in the museum's collections and are available to scientists from around the world.

Public Programming

Exhibits, information services, as well as design, technical operations and education are the responsibility of this Branch.

Audio-visual presentations, visitor-operated displays, drawings, models and thousands of specimens are used in six permanent exhibit galleries. Temporary exhibits produced by the museum or on loan from other institutions are exhibited in special galleries.

Public lectures, film presentations and special interpretive programs are offered to school classes and the general public. Publications, a school-loans service of educational resource material and travelling exhibits bring the national heritage to Canadians.

Museum Services

In addition to architecture and planning, this Branch looks after computer services, security, publishing, library services, parking and admissions.

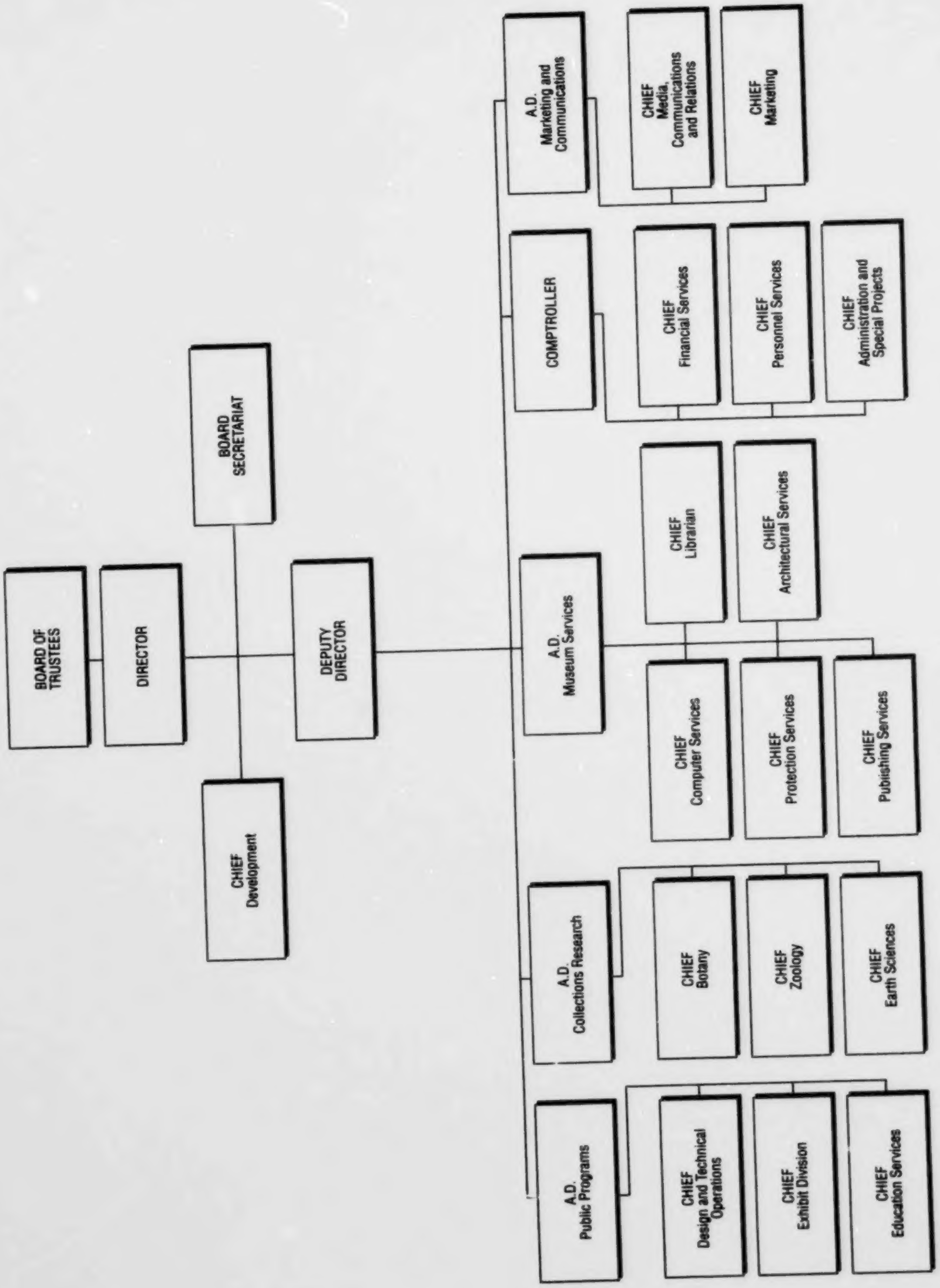
Regional Offices

None

Parliamentary Committees

Cabinet Committee on Cultural Affairs and National Identity
Senate Standing Committee on Transport and Communications
House of Commons Standing Committee on Communication; Culture, Citizenship and Multiculturalism

Canadian Museum of Nature


BOARD OF TRUSTEES
DIRECTOR
BOARD SECRETARIAT
CHIEF Development
DEPUTY DIRECTOR
A.D. Marketing and Communications
CHIEF Media, Communications and Relations
CHIEF Marketing
COMPTROLLER
CHIEF Financial Services
CHIEF Personnel Services
CHIEF Administration and Special Projects
A.D. Museum Services
CHIEF Librarian
CHIEF Architectural Services
CHIEF Computer Services
CHIEF Protection Services
CHIEF Pubishing Services
A.D. Collections Research
CHIEF Botany
CHIEF Zoology
CHIEF Earth Sciences
A.D. Public Programs
CHIEF Design and Technical Operations
CHIEF Exhibit Division
CHIEF Education Services

Canadian Radio-television and Telecommunications Commission

Head Office
Central Building
Terrasses de la Chaudière
1 Promenade du Portage
Hull, Québec

Mailing Address
Ottawa, Ontario
K1A 0N2

General Inquiries
(819) 997-0313

Minister
Minister of Communications

Principal Officers

Chairperson	– Keith Spicer
Vice-Chairperson	– Fernand Bélisle
Vice-Chairperson	– Louis R. Sherman
Full-Time Members	– Frederic Arsenault Adrian Burns Rosalie Gower Paul McRae Beverley J. Oda Edward A. Ross
Part-Time Members	– Normand F. Carrier Sally Reukauf Warren Walter Ruest Gail Scott
Secretary General	– Alain Desfossés
General Counsel	– Avrum Cohen
Executive Director	– Guido Henter)

Historical Background

On 26 May 1932 the *Canadian Radio Broadcasting Commission Act* became law, creating the Canadian Radio Broadcasting Commission. The *Broadcasting Act*, adopted in September, 1958, established the Board of Broadcast Governors. The 1968 *Broadcasting Act* created the Canadian Radio Television Commission. In April 1976, another Act of Parliament established the Canadian Radio-television and Telecommunications Commission.

Overall Responsibilities

The CRTC is an independent agency that regulates and supervises all sectors of the Canadian broadcasting system, including AM and FM radio, television, cable, pay-TV and specialty services. The CRTC grants, amends or renews licences, monitors the performance of licensees and establishes broadcasting regulations and policies. In 1975, the *CRTC Act* assigned responsibility for the regulation of the activities, mainly with respect to rates and terms of service, of telecommunications companies within federal jurisdiction to the CRTC.

Organization and Programs

The CRTC regulates two main areas: broadcasting and telecommunications.

Broadcasting

Most of the CRTC's work in this area is initiated by applications from parties who want a licence, or from licensees who want to amend or renew a licence issued to them already. These licences cover all broadcasting on AM or FM radio, television network operations, the cable carriage of television and FM stations, and various services including pay-TV and specialty services.

The CRTC sometimes issues notices calling for applications to provide new services or for comments on proposed policies or regulations.

Telecommunications

Telecommunications companies regulated by the CRTC must apply to the Commission for permission to alter their rates or conditions of service, or to issue shares. They must also seek the Commission's approval to conclude connecting agreements with other communication companies, and for a variety of other matters. Regulated companies, once they have approval from the CRTC to change rates or services, must notify their subscribers and other interested parties of the proposed changes. Subscribers may receive details of proposed general rate increases from the companies with their monthly statements. Notices must also be published in newspapers and in some cases, the CRTC issues public notices for applications that may raise issues of major regulatory significance or other specific concerns, on which public comment is invited.

Regional Offices

Bank of Commerce Building
1809 Barrington Street, Suite 1007
Halifax, Nova Scotia
B3J 3K8
(902) 426-7997
Fax: (902) 426-2721
TDD: (902) 426-7268

275 Portage Avenue, Suite 1810
Winnipeg, Manitoba
R3B 2B3
(204) 983-6306
Fax: (204) 983-6317
TDD: (204) 983-8374

Complex Guy Favreau
East Tower, Room 602
200 René-Lévesque Boulevard West
Montreal, Quebec
J2Z 1X4
(514) 283-6607
Fax: (514) 283-3689
TDD: (514) 283-8316

800 Burrard Street, Suite 1500
P.O. Box 1580
Vancouver, British Columbia
V6Z 2G7
(604) 666-2111
Fax: (604) 666-8322
TDD: (604) 666-0778

Parliamentary Committee

House of Commons Standing Committee on Communications and Culture

Statutes

Broadcasting Act
Canadian Radio-television and Telecommunications Commission Act
Bell Canada Act
National Telecommunications Powers and Procedures Act (previously National Transportation Act)
Railway Act
Teleglobe Canada Reorganization and Divestiture Act

National Archives of Canada

Head Office

395 Wellington Street
Ottawa, Ontario
K1A 0N3

General Inquiries

(613) 995-5138

Minister

Minister of Communications

Principal Officers

National Archivist	– Jean-Pierre Wallot
Assistant National Archivist	– Michael Swift
Directors General	
Policy	– Françoise Houle
Public Programs	– Richard Huyda
Informatics and Records Services	– Andy Birrell
Conservation	– Ken Foster
Government Records	– Lee McDonald
Management Services	– Marc Gagnon
Archives Headquarters Accommodation Project	– Jamie Chapman
Historical Resources	– Jay Atherton

Historical Background

Provision for the creation of the Public Archives was first made by an Order-in-Council in 1872. In 1912, the *Public Archives of Canada Act* was passed and in 1987, the *National Archives of Canada Act* came into effect.

Overall Responsibilities

As the collective memory of Canada, the National Archives plays three important roles. As a national heritage institution, it is responsible for archival records in all media. As an administrative arm of the federal government, it provides advisory and operational services in records management. It also plays an important role as the leading institution in the Canadian archival and records management community.

Organization and Programs

The National Archives of Canada comprises eight branches:

Policy

Responsibility for overall formulation, co-ordination and implementation of departmental policy rests with this Branch.

Public Programs

This Branch promotes awareness and support for the National Archives and for archives in general. It also facilitates and promotes the use of Canada's archival heritage.

The Branch has three divisions:

- Communications,
- Reference and Researcher Services and
- Archival Community Programs.

Informatics and Records Services

Planning and developing departmental systems to manage archival holdings and to automate office functions are the prime responsibilities of this Branch.

Conservation

This Branch conserves works of art on paper, photographs, medals, manuscripts and maps.

Historical Resources

The acquisition, organization, description and custody of records held by the National Archives are the responsibility of this Branch. It also provides access to these records.

The Branch has five divisions:

- Cartographic and Architectural Archives
- Documentary Art and Photography
- Government Archives
- Manuscripts
- Moving Image and Sound Archives

Management Services

This Branch provides financial and personnel services for both the National Archives and the National Library.

Government Records

In addition to ensuring that federal government departments and agencies manage records properly from the time of their creation until their destruction or archival preservation, this Branch provides services to the public through the Personnel Records Centre which houses the personnel records of former military and federal public service employees.

Archives Headquarters Accommodation Project

This Branch oversees the management of new accommodation projects for the National Archives of Canada, namely, the renovation of the West Memorial Building in Ottawa, which will be the future headquarters of the Archives, and the construction of the new laboratory and storage facility in Gatineau, Quebec.

Regional Offices

Halifax Federal Records Centre
131 Thornhill Drive
Dartmouth, Nova Scotia
B3B 1S2
(902) 426-5940

Quebec Federal Records Centre
1210 Seminaire Avenue
P.O. Box 10450
Ste-Foy, Quebec
G1V 4N1

Montreal Federal Records Centre
655A Montée de Liesse
Saint-Laurent
Montreal, Quebec
H4T 1P5
(514) 283-2272

Federal Records Centre
Tunneys Pasture
Mail: 395 Wellington Street
Ottawa, Ontario
K1A 0N3
(613) 954-4177
Personnel Records Centre:
(613) 954-4135

Toronto Records Centre
190 Carrier Drive
Rexdale
Toronto, Ontario
M9W 5R1
(416) 675-2546
(416) 739-4676

Winnipeg Federal Records Centre
201 Weston Street
Winnipeg, Manitoba
R3E 3H4
(204) 949-4492

Edmonton Federal Records Centre
8707 51st Avenue
Edmonton, Alberta
T6E 5H1
(403) 495-3120

Vancouver Records Centre
2751 Production Way
Burnaby
Vancouver, British Columbia
V5A 3G7
(604) 666-8243

Overseas Offices
London, England
Paris, France

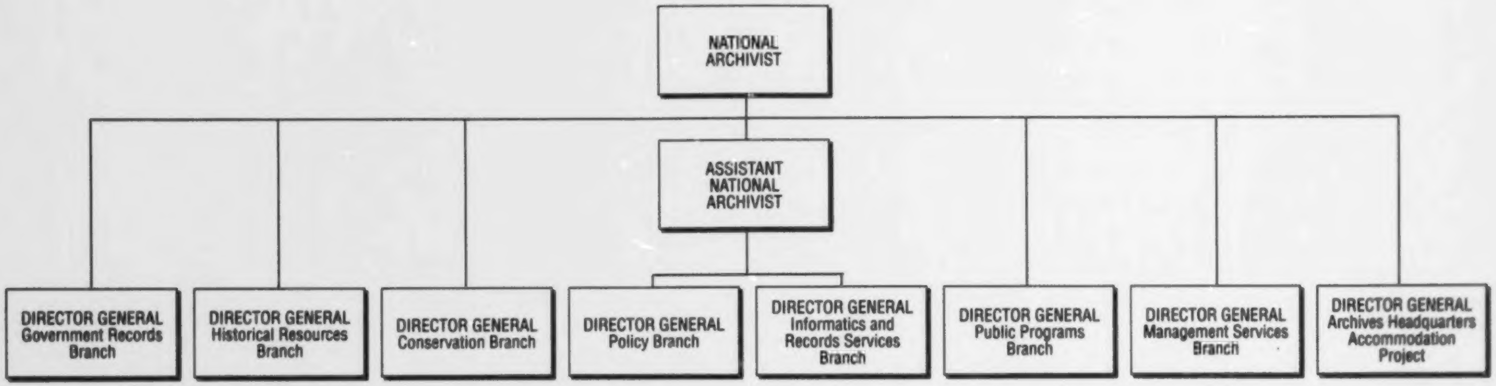
Parliamentary Committee

Standing Committee on
Communications and Culture

Statute

The National Archives of Canada Act

National Archives of Canada


NATIONAL ARCHIVIST
ASSISTANT NATIONAL ARCHIVIST
DIRECTOR GENERAL Government Records Branch
DIRECTOR GENERAL Historical Resources Branch
DIRECTOR GENERAL Conservation Branch
DIRECTOR GENERAL Policy Branch
DIRECTOR GENERAL Informatics and Records Services Branch
DIRECTOR GENERAL Public Programs Branch
DIRECTOR GENERAL Management Services Branch
DIRECTOR GENERAL Archives Headquarters Accommodation Project

National Arts Centre

Legal Title
National Arts Centre Corporation

Head Office
Confederation Square,
Ottawa, Ontario
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1

General Inquiries
(613) 996-5051, extension 375

Minister
Minister of Communications

Principal Officers

Board of Trustees

Chairperson – Robert E. Landry, Ottawa
Vice-Chairperson – Madeleine Panaccio, Montreal
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Director General – Yvon DesRochers
Assistant to the Director General – Dominique Boucher
Director of Finance and Administration – Richard Lussier
Director of Operations – Carl Morrison
Director of Communications – Manon Raîche
Director of Marketing – Moira Johnson
Music Producer – J.M. (Jack) Mills
Theatre Producer – Andis Celms
Dance, Variety and Special Events Producer – Jack Udashkin
Executive Producer – David Langer

Historical Background

The *National Arts Centre Act* established the National Arts Centre Corporation in 1966 as a major project of the federal government on the occasion of Canada's centennial anniversary in 1967. The Centre presented its first public performance on 2 June 1969.

The objectives of the Corporation are:
- to operate and maintain the Centre;
- to develop the performing arts in the National Capital Region; and
- to assist the Canada Council in the development of the performing arts elsewhere in Canada.

The Centre is a public corporation governed by an independent Board of Trustees. The NAC is funded through earned revenues, an annual appropriation from Parliament, an annual grant from the Regional Municipality of Ottawa-Carleton, and donations from private and corporate sponsors. The building site was donated by the City of Ottawa.

Overall Responsibilities

The National Arts Centre is the largest performing arts complex in Canada and is unique as the only multidisciplinary, bilingual performing arts centre in North America. Each year, more than 695 000 people attend some 900 performances at the Centre.

The NAC programs all of the performing arts, in both official languages and operates an orchestra and music department, two theatre sections (French and English), a dance department and a variety department. Focussing on youth, diversity, Canadian content and excellence, the Centre has established its leadership in the performing arts across Canada.

To fulfil this national mandate, the Centre and its staff capitalize on opportunities for co-productions and commissions with companies and independent artists from coast to coast. It makes its facilities available to performing arts organizations and artists, and pursues an extensive policy of electronic distribution in order that all Canadians benefit from the works on its stages and from its productions and co-productions on tour.

Organization and Programs

The National Arts Centre is composed of seven departments.

Dance, Variety and Special Events Department
This Department presents the best artists Canada has to show the world and the best the world has to show Canada.

The NAC offers comprehensive ballet, modern dance, jazz and variety programs. It features pop, rock, jazz and country music performances in addition to stage musicals and a wide range of comedy and novelty acts. In addition to its continuing role as producer and co-producer, the Department hosts such events as the Canada Dance Festival.

Music Department
In addition to programming classical and contemporary music performances, this Department offers a full subscription season by the resident NAC Orchestra. The full Orchestra and select members tour annually in Canada and abroad. The Department also offers workshops, scholarships and commissions to musicians and conductors.

Theatre Department
Besides offering an extensive range of traditional and experimental theatrical productions, this Department presents its own productions, showcases visiting companies and co-produces with regional theatre companies. The Department offers annual subscription series in French and English theatre and presents a variety of acting, directing and playwriting workshops and competitions.

Communications Department
Promoting the Centre and all of its artistic events related to music, theatre, dance and variety is the responsibility of this Department. The nine basic services of the Department include: corporate communications, corporate advertising, relations with other cultural organizations, public/media relations, internal communications, marketing support, sponsorship and fund-raising, editorial services and graphic arts services.

Marketing Department
This Department directs subscription and single-ticket sales for artistic events, co-ordinates the promotion of the NAC restaurants, catering services and facilities, co-ordinates all advertising and directs the sponsorship and fundraising strategies of the Centre. The Department also provides an important link with the tourism industry.

Operations Department
The efficient operation and maintenance of the physical plant, including the Centre and the Atelier are looked after by this Department. In addition, it oversees commercial services including catering, Le Café, the Restaurant and a 956-vehicle parking garage. The Department provides support services for all productions including box office, front-of-house and production, and supervises purchasing, stores/receiving, printing, telecommunications and archives.

Finance and Administration Department
Made up of three Divisions – Finance, Human Resources and Management Information Systems – this Department provides eight basic services, for the Centre as a whole. They include general accounting; accounts receivable; accounts payable; payroll; financial planning and analysis; staff relations and compensation, human resources and management information systems.

Regional Offices

None

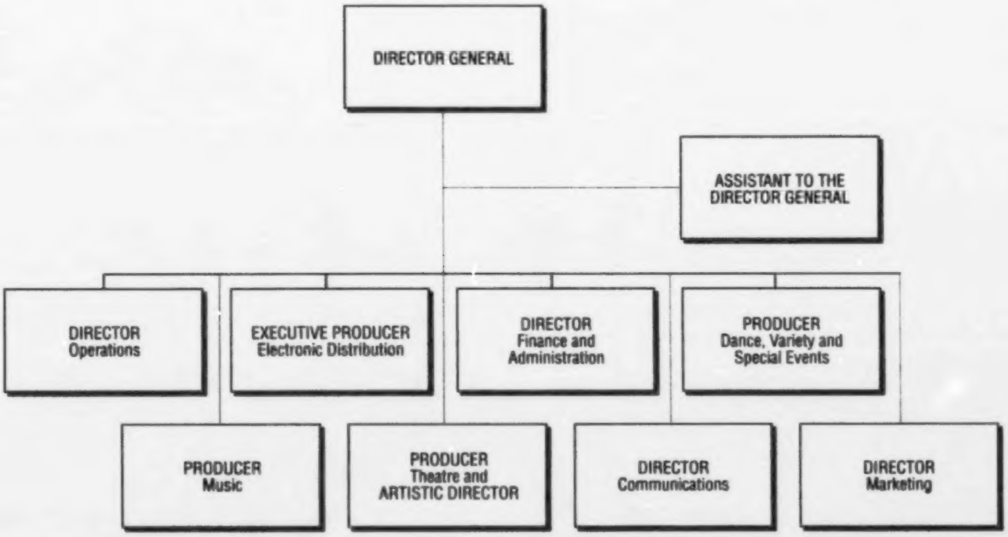
Parliamentary Committee

Standing Committee on Communications and Culture

Statute

National Arts Centre Act, 1966-1967

National Arts Centre


DIRECTOR GENERAL
ASSISTANT TO THE DIRECTOR GENERAL
DIRECTOR Operations
EXECUTIVE PRODUCER Electronic Distribution
DIRECTOR Finance and Administration
PRODUCER Dance, Variety and Special Events
PRODUCER Music
PRODUCER Theatre and ARTISTIC DIRECTOR
DIRECTOR Communications
DIRECTOR Marketing

National Film Board

Legal Title
National Film Board of Canada

Head Office
150 Kent Street
Ottawa, Ontario
K1A 0M9

Operational Headquarters
3155 Côte de Liesse Road
Saint-Laurent, Quebec
H4N 2N4

Mailing Address
P.O. Box 6100, Station A
Montreal, Quebec
H3C 3H5

General Inquiries
(514) 283-9246/7

Minister
Minister of Communications

Principal Officers

Deputy Minister	– Joan Pennefather
Board of Trustees	
Chairperson	– Joan Pennefather
Vice-Chairperson	– Marc Dorion
Members	– Robert Giroux Maurice Leger Francis E. Smith Helga Stephenson Georgina Wyman
Director of Communications	– Jean-Claude Mahé
Director, English Program	– Barbara Emo
Director, French Program	– Robert Forget

Historical Background

The National Film Board was established by an Act of Parliament in 1939.

Overall Responsibilities

The National Film Board initiates and promotes the production and distribution of films in the national interest. In this regard, its activities include:

- the production, distribution and promotion of films designed to interpret Canada to Canadians and to other nations;
- the representation of the Government of Canada in its relations with the commercial motion picture;
- film research, the results of which it makes available to people involved in making films; and
- advice to the Governor in Council on film activities.

Organization and Programs

The NFB provides programs in five functional areas.

Programming
This includes all film creation, production and marketing tasks.

Distribution
All tasks related to operating the community distribution network and supervising agreements with public libraries for the loan and rental of films and videos are included in this functional area. It also comprises various distribution support services such as FORMAT, a computerized information system for Canadian audio-visual materials.

Technical Research
This area carries out technical and development projects aimed at the advancement of the art and technology of audio-visual communications.

Training
Training in filmmaking skills for filmmakers and technicians, outside the Board, is the responsibility of this area. It is provided through regular operations, special activities, such as workshops, and support for training programs and organizations.

These programs are delivered through three branches.

English Program Branch
This Branch comprises both production and marketing activities, training in filmmaking skills and research on film production techniques.

French Program Branch
Production, marketing, training in filmmaking skills and research on film production techniques are the responsibility of this Branch.

Services Branch
In addition to providing technical services, this Branch looks after technical research, the community distribution network and various distribution support services.

These branches are supported by several administrative divisions, which look after all tasks related to business administration and the management of the Board's resources, sevices and administrative systems. This includes: executive management, communications, corporate affairs, planning and evaluation, the equity program and administration, finance and personnel.

Regional Offices

Building 205
Pleasantville
St. John's, Newfoundland
A1A 1S8
(709) 772-5006

202 Richmond Street
Charlottetown, Prince Edward Island
C1A 1J2
(902) 368-4641

1571 Argyle Street
Halifax, Nova Scotia
B3J 2B2
(902) 426-6000

Terminal Plaza Building
1222 Main Street
Moncton, New Brunswick
E1C 1H6
(506) 857-6101

350 St. Joseph Street East
Quebec, Quebec
G1K 3B2
(418) 648-3852

Guy-Favreau Complex
East Tower, Room 005
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-4823

150 Kent Street
Ottawa, Ontario
K1A 0M9
(613) 996-4861

150 John Street
Toronto, Ontario
M5V 3C3
(416) 973-9640

245 Main Street
Winnipeg, Manitoba
R3C 1A7
(204) 983-0140

424 21st Street
Saskatoon, Saskatchewan
S7K 0C2
(306) 975-5867

Canada Place
9700 Jasper Avenue, Suite 120
Edmonton, Alberta
T5J 4C3
(403) 495-3013

1045 Howe Street
Vancouver, British Columbia
V6Z 2B1
(604) 666-3838

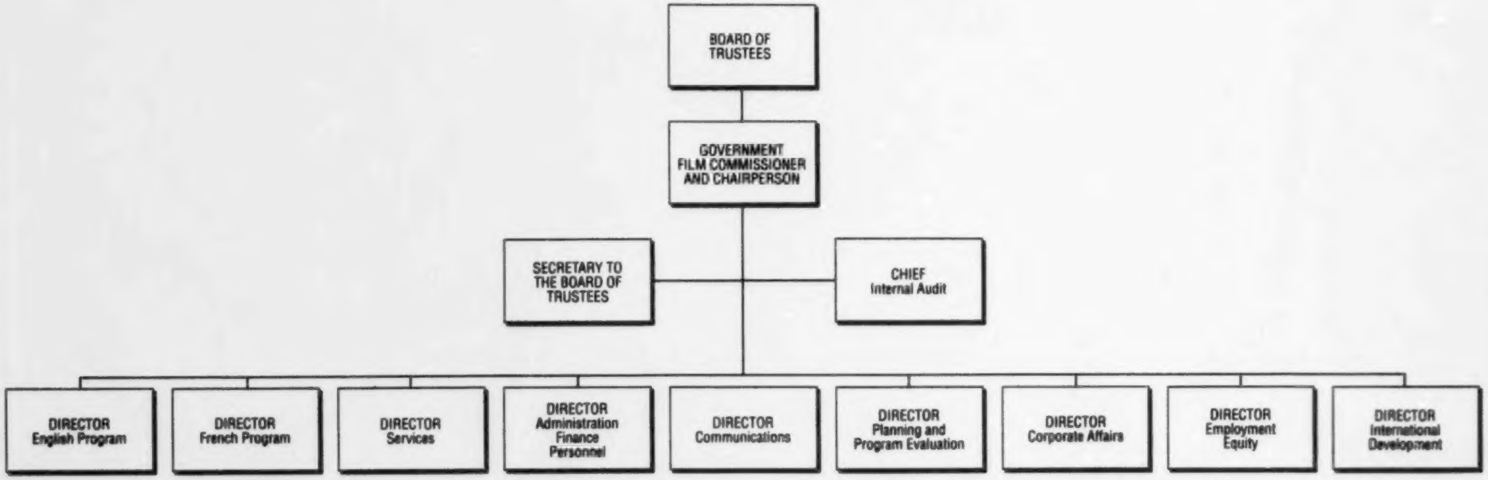
Parliamentary Committee

Standing Committee on Communications and Culture

Statutes

National Film Act, 1939
National Film Act, 1950
National Film Act, 1952
National Film Act, 1970
National Film Act, 1985

National Film Board of Canada


BOARD OF TRUSTEES
GOVERNMENT FILM COMMISSIONER AND CHAIRPERSON
SECRETARY TO THE BOARD OF TRUSTEES
CHIEF Internal Audit
DIRECTOR English Program
DIRECTOR French Program
DIRECTOR Services
DIRECTOR Administration Finance Personnel
DIRECTOR Communications
DIRECTOR Planning and Program Evaluation
DIRECTOR Corporate Affairs
DIRECTOR Employment Equity
DIRECTOR International Development

National Gallery of Canada

Head Office
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4

General Inquiries
(613) 990-1985
(613) 990-5050 (Assistant Director, Communications)

Minister
Minister of Communications

Principal Officers
Director – Shirley L. Thomson
Deputy-Director, Business – Yves Dagenais
Assistant Directors
  Collections and Research – Brydon Smith
  Communications – Helen Murphy
  Museum Services – Robert Kaszanits
  Comptroller – Dennis Moulding
Director, Canadian Museum of Contemporary Photography – Martha Langford

Historical Background

The National Gallery of Canada was founded in 1880 by the Governor General, the Marquis of Lorne. The works of art of the members of the Canadian Academy of Arts were gifts to the nation and formed the nucleus of the National Gallery's collection. They marked an early commitment, maintained to this day, to feature work of living Canadian artists in the Gallery's exhibitions and in the collections that grew from them.

In 1913, the first *National Gallery of Canada Act* was passed. In 1968, the *National Museums Act* was sanctioned, incorporating the National Gallery, the National Museum of Natural Sciences, the National Museum of Man and the National Museum of Science and Technology under a single Board of Trustees. The *Museums Act* of 1990 establishes each of the four National Museums as separate, autonomous museums incorporated as Crown corporations.

Overall Responsibilities

The Gallery develops, maintains and makes known, throughout Canada and internationally, a collection of works of art, both historical and contemporary, with special but not exclusive reference to Canada. It also promotes knowledge, understanding and enjoyment of art in general among all Canadians.

The National Gallery includes the Canadian Museum of Contemporary Photography.

Organization and Programs

The National Gallery of Canada is situated in a new state-of-the-art facility which opened its doors to the public in 1988. Its collections include more than 40 000 works of art in the following areas: Canadian art; European, American and Asian art; contemporary art; prints, drawings and photographs; and Inuit art. The Canadian Museum of Contemporary Photography collects works of Canadian contemporary photographers. Exhibitions and educational programs are organized by the two institutions.

A building for the Canadian Museum of Contemporary Photography is under construction on Confederation Square in Ottawa.

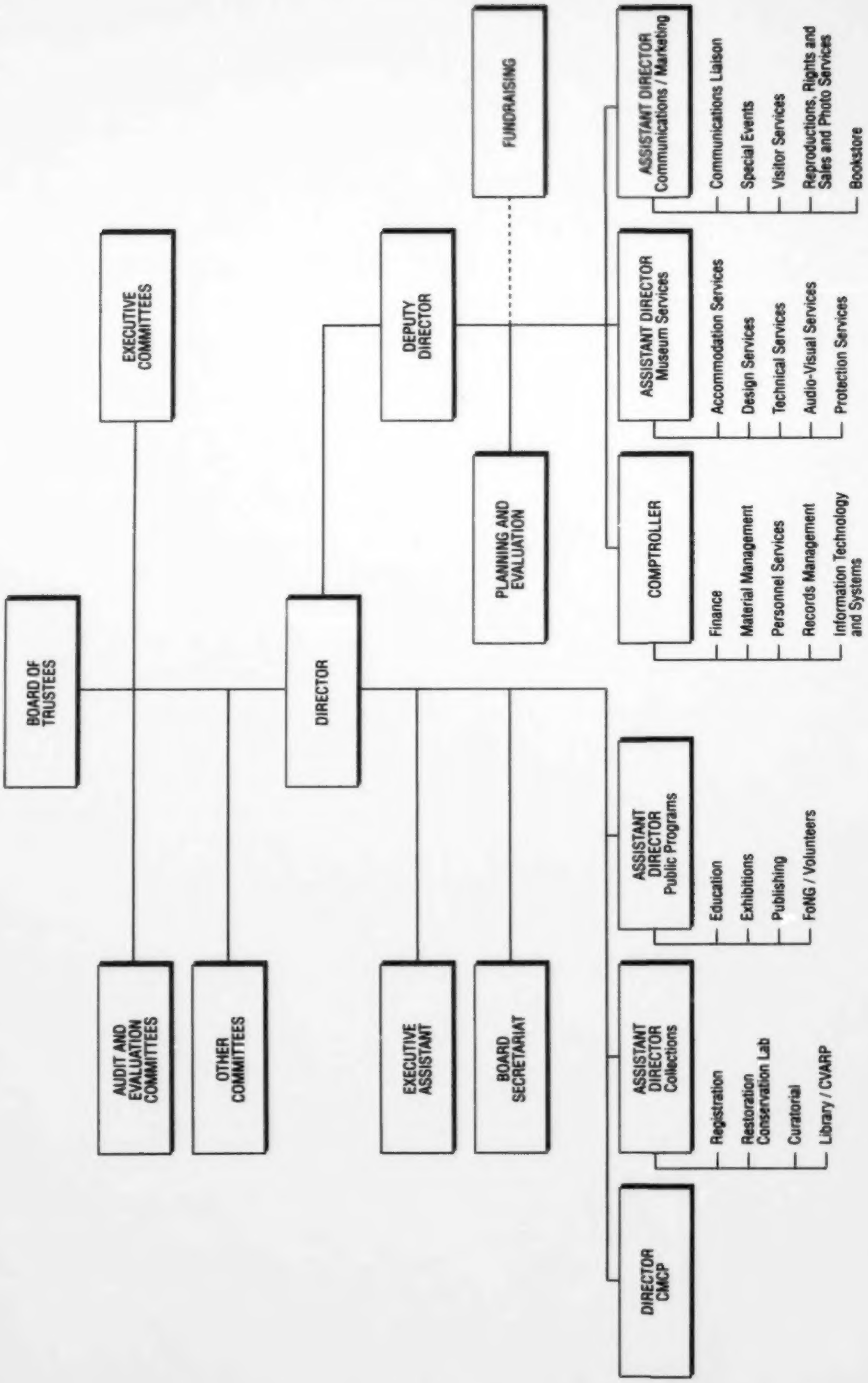
Regional Offices

None

Parliamentary Committee

Standing Committee on Communications and Culture

National Gallery of Canada


BOARD OF TRUSTEES
EXECUTIVE COMMITTEES
AUDIT AND EVALUATION COMMITTEES
OTHER COMMITTEES
DIRECTOR
EXECUTIVE ASSISTANT
BOARD SECRETARIAT
DEPUTY DIRECTOR
FUNDRAISING
PLANNING AND EVALUATION
COMPTROLLER
Finance
Material Management
Personnel Services
Records Management
Information Technology and Systems
ASSISTANT DIRECTOR Museum Services
Accommodation Services
Design Services
Technical Services
Audio-Visual Services
Protection Services
ASSISTANT DIRECTOR Communications / Marketing
Communications Liaison
Special Events
Visitor Services
Reproductions, Rights and Sales and Photo Services
Bookstore
ASSISTANT DIRECTOR Public Programs
Education
Exhibitions
Publishing
FoNG / Volunteers
ASSISTANT DIRECTOR Collections
Registration
Restoration Conservation Lab
Curatorial
Library / CVARP
DIRECTOR CMCP

National Library of Canada

Head Office
395 Wellington Street
Ottawa, Ontario
K1A 0N4

General Inquiries
Tel: (613) 995-9481
Fax: (613) 996-4424 (Ottawa)
(819) 994-6835 (Hull)

Minister
Minister of Communications

Principal Officers
National Librarian – Marianne Scott
Associate National Librarian – Hope E.A. Clement
Advisory Board
  Ex Officio Members
    Parliamentary Librarian – Erik Spicer
    National Archivist – Jean-Pierre Wallot
  Nominees – Nancy-Gay Rotstein
    Roseann Runte
    Elmer Smith
    John Courtney
    Margaret Ann Andrewes
    Guy Cloutier
    Mardi Cockburn
    Louise Dacquay
    Phyllis Lerat
    Ronald A. Lewis
    Rowland Lorimer
    Jessica Miller
    George M. Story
    Robert Willis
    Marian M. Wilson

Other Principal Officers
Director, External Relations – Gwynneth Evans
Director, Acquisitions and Bibliographic Services – Tom Delsey
Director, Information Technology Services – Louis Forget
Director, Public Services – Flora E. Patterson
Director, Management Services Branch – Marc Gagnon

Historical Background

The National Library of Canada was established in 1953 by the *National Library Act*, following the formation of the Canadian Bibliographic Centre in 1950.

Overall Responsibilities

The purpose of the National Library is:

- to promote knowledge and use of the published heritage of the country, to ensure its acquisition and preservation, and to support Canadian studies;
- to foster library development throughout Canada; and
- to facilitate Canadian library and information resource sharing.

Organization and Programs

As Deputy Head of the Department, the National Librarian oversees day-to-day operations of the Library, including planning and central management. The Associate National Librarian assists in these duties. The External Relations Branch is responsible for the co-ordination and management of publications, marketing, public programs, cultural events and the Library Development Centre. Acquisitions and Bibliographic Services provides the various functions related to management of the Library's collections, including acquisition (through legal deposit, exchange programs and purchase), cataloguing and production of bibliographic data. Information Technology Services plans, develops and operates information systems to support the program requirements of the Library. Public Services is responsible for providing a location and interlibrary loan service, and a reference and information service to libraries, researchers and the general public. Special information services are also offered to users of special collections in music, children's literature, Canadian literary manuscripts and rare books, multilingual services, and library and information science.

Regional Offices

None

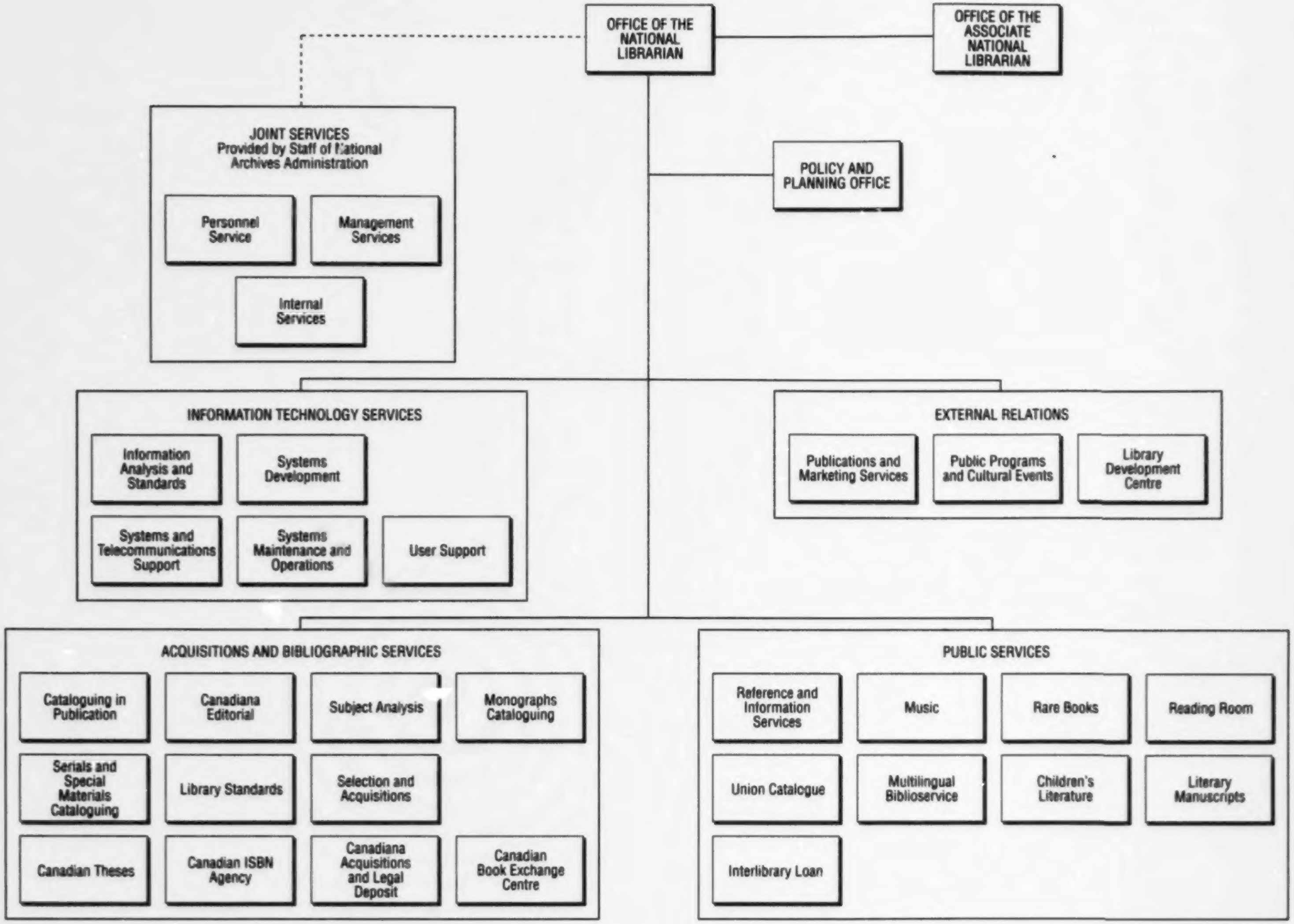
Parliamentary Committee

Standing Committee on Communications and Culture

Statute

National Library Act

National Library of Canada


OFFICE OF THE NATIONAL LIBRARIAN
OFFICE OF THE ASSOCIATE NATIONAL LIBRARIAN
POLICY AND PLANNING OFFICE
JOINT SERVICES Provided by Staff of National Archives Administration
Personnel Service
Management Services
Internal Services
INFORMATION TECHNOLOGY SERVICES
Information Analysis and Standards
Systems Development
Systems and Telecommunications Support
Systems Maintenance and Operations
User Support
EXTERNAL RELATIONS
Publications and Marketing Services
Public Programs and Cultural Events
Library Development Centre
ACQUISITIONS AND BIBLIOGRAPHIC SERVICES
Cataloguing in Publication
Canadiana Editorial
Subject Analysis
Monographs Cataloguing
Serials and Special Materials Cataloguing
Library Standards
Selection and Acquisitions
Canadian Theses
Canadian ISBN Agency
Canadiana Acquisitions and Legal Deposit
Canadian Book Exchange Centre
PUBLIC SERVICES
Reference and Information Services
Music
Rare Books
Reading Room
Union Catalogue
Multilingual Biblioservice
Children's Literature
Literary Manuscripts
Interlibrary Loan

National Museum of Science and Technology

Head Office
2380 Lancaster Road
Ottawa, Ontario
K1G 5A3

General Inquiries
See individual museums below

National Museum of Science and Technology
1867 St. Laurent Boulevard
Ottawa, Ontario
K1G 5A3
(613) 991-3044

National Aviation Museum
Rockcliffe Airport
Ottawa, Ontario
K1G 5A3
(613) 993-2010

Agriculture Museum
Loft of the Dairy Barn
Central Experimental Farm
Ottawa, Ontario
K1G 5A3
(613) 993-4802

Minister
Minister of Communications Canada

Principal Officers
Directors
National Museum of Science and Technology – Geneviève Sainte-Marie
National Aviation Museum – Christopher Terry
Assistant Directors
Public Programs – Jean-Pascal Souque
Collections and Research – Paul Donahue
Communications and Marketing – Susan Spoke
Management Services – Laurent Nadon
A Board of Trustees will be appointed shortly.

Historical Background

National Museum of Science and Technology
The National Museum of Science and Technology (NMST) is the most recently formed of Canada's National Museums. It originated with the split of the National Museum of Canada into three branches in 1964 and the appointment of a Director of the Science and Technology Branch in 1966. It opened as a museum in November 1967. The following year it became part of the National Museums of Canada (NMC).

From 1968 to 1990, the NMST came under the jurisdiction of the NMC Corporation. It has recently been dismantled and the NMST is now in the process of becoming a Crown corporation. There will soon be an official proclamation of this new status and a new Board of Trustees will be appointed.

National Aviation Museum
The National Aviation Museum is the result of the amalgamation of the three major Canadian government aircraft collections, the Canadian War Museum, Royal Canadian Air Force and National Aviation Museum. The Canadian War Museum's collection began with the war trophy aircraft of World War I. Additional aircraft were acquired until the mid-1960s. Shortly after World War II, the Royal Canadian Air Force undertook to preserve military aircraft related specifically to the RCAF history and in fact provided the largest part of the National Aeronautical Collection at the time it was formed. When the old National Aviation Museum opened at Uplands in 1960, attention was given to Canadian civil aviation. With particular emphasis on bush flying and early aircraft manufacturers in Canada, the National Aviation Museum acquired a number of both military and civil aircraft important to Canadian aviation history.

In 1964, the three collections were displayed experimentally to the public, at Rockcliffe airbase. At this time, the Collections became known as the National Aeronautical Collection. The response was so rewarding that the air museum continued as a co-operative effort between the three founding agencies.

In 1967, the Collection became part of the National Museum of Science and Technology and in 1982 the National Aeronautical Collection was officially renamed National Aviation Museum.

The Collection used to be housed in three old WW2 hangars. It is now displayed in a delta-shaped building which was officially opened in 1988.

Agriculture Museum
The Agriculture Museum was created in October, 1983 as a result of joint efforts by Agriculture Canada and the National Museum of Science and Technology. It is located on the upper floor of the Dairy Barn, Central Experimental Farm.

From 1920 to 1966, an agriculture museum was maintained by Agriculture Canada in the Engineering Building to the west of the Dairy Barn. The collection was transferred to the care of the National Museums of Canada in 1967. Some items went to the History Division, National Museum of Man and the remainder to the National Museum of Science and Technology. It formed the nucleus of the National Agricultural Collection.

The Dairy Barn was built in 1914 to replace and resemble the original barn (1890) which was destroyed by fire. It is the most prominent heritage building on the Central Experimental Farm.

Overall Responsibilities

The National Museum of Science and Technology fosters scientific and technological literacy throughout Canada. It does so by establishing and maintaining a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology, and their economic, social and cultural relationship with society.

Organization and Programs

The Museum has organized its operations into four branches.

Collections and Research

This Branch collects, documents, conserves and restores artifacts. It also researches, analyses and disseminates historical data on the artifacts and Canada's scientific and technological heritage. This Branch is also responsible for library services.

Public Programmes

The display of the collections, exhibit development and maintenance are the responsibility of this Branch. It also looks after visitor services. The Branch informs the public about the collections and science and technology in general, through education, outreach services and publishing.

Communications and Marketing

This Branch manages media and public relations, the advertising and promotion of the Museum's events, programs and services, the membership and volunteer programs, internal communications and resource generation.

Management Services

Providing financial, administrative and technical services is the responsibility of this Branch. It deals with computer information systems and co-ordinates personnel and security services for the Museum.

National Aviation Museum

Affiliated with the National Museum of Science and Technology, the National Aviation Museum is charged with developing, maintaining and displaying collections of aircraft and artifacts that demonstrate Canada's achievements in flight.

Agricultural Museum

An extension of the Agricultural Technical Division of the National Museum of Science and Technology, the Agricultural Museum currently profiles haying in Canada from the 1840s until the 1960s and farming in the 1920s.

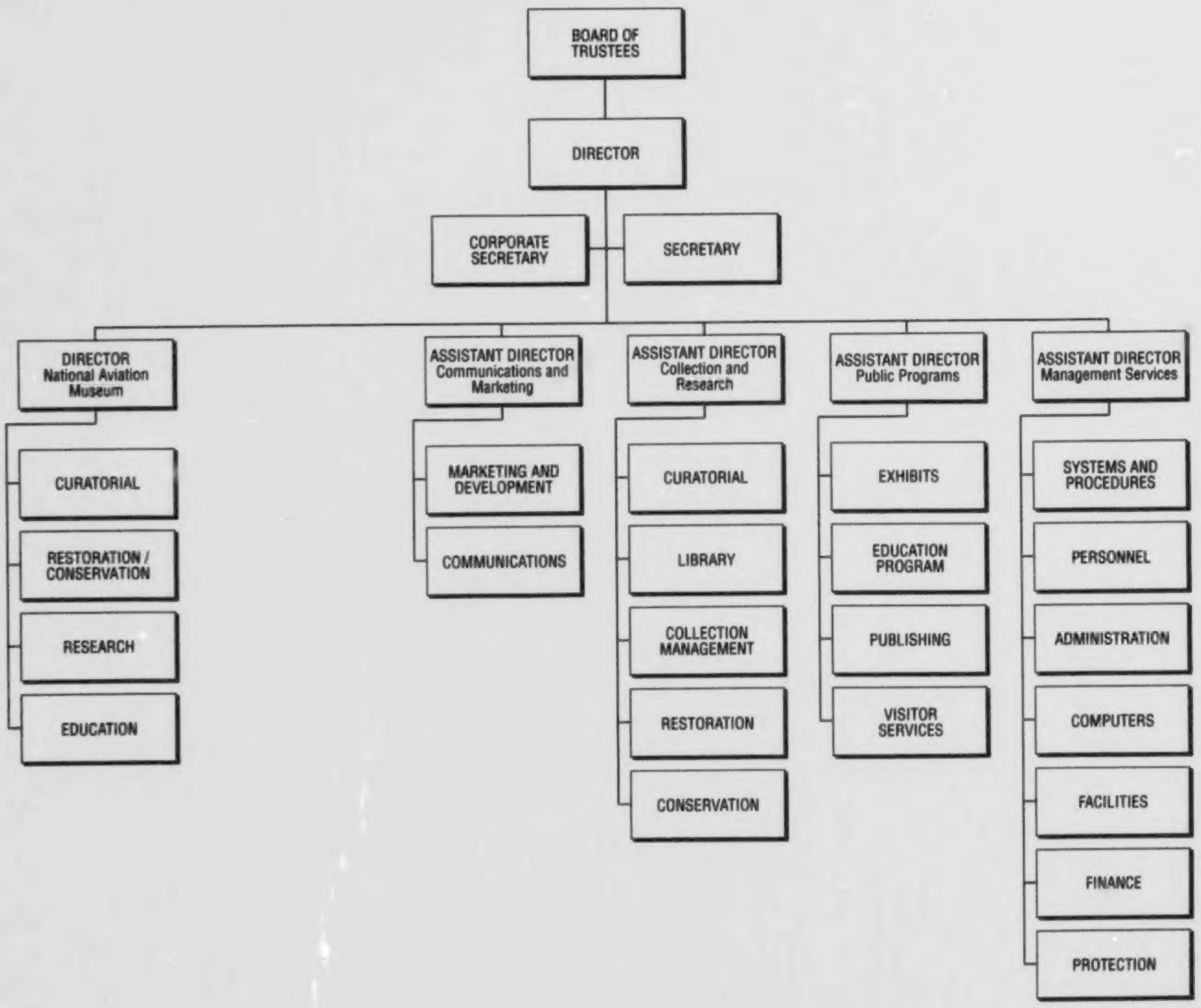
Regional Offices

None

Parliamentary Committees

Cabinet Committee: Cultural Affairs and National Identity
Senate: Standing Committee on Transport and Communications
House of Commons: Standing Committee on Communications, Culture, Citizenship and Multiculturalism

National Museum of Science and Technology


BOARD OF TRUSTEES
DIRECTOR
CORPORATE SECRETARY
SECRETARY
DIRECTOR National Aviation Museum
CURATORIAL
RESTORATION / CONSERVATION
RESEARCH
EDUCATION
ASSISTANT DIRECTOR Communications and Marketing
MARKETING AND DEVELOPMENT
COMMUNICATIONS
ASSISTANT DIRECTOR Collection and Research
CURATORIAL
LIBRARY
COLLECTION MANAGEMENT
RESTORATION
CONSERVATION
ASSISTANT DIRECTOR Public Programs
EXHIBITS
EDUCATION PROGRAM
PUBLISHING
VISITOR SERVICES
ASSISTANT DIRECTOR Management Services
SYSTEMS AND PROCEDURES
PERSONNEL
ADMINISTRATION
COMPUTERS
FACILITIES
FINANCE
PROTECTION

Telefilm Canada

Legal Title
Canadian Film Development Corporation

Head Office
National Bank of Canada Tower, 14th Floor
600 de la Gauchetière Street West
Montreal, Quebec
H3B 4L2
Tel: (514) 283-6363
Telex: 055-60998
Fax: (514) 283-8212

General Inquiries
(514) 283-6363

Minister
Minister of Communications

Principal Officers
Board of Directors
Acting Chairperson – Harvey A. Corn
Vice-Chairperson – vacant
Members – Walter Gray
Nancy Jaimeson
André Provost
Paulette Sonier-Rioux
Joan Pennefather, Government Film Commissioner
Executive Director – Pierre DesRoches
Deputy Director – Michèle Fortin
Financing and Administration – Jean-Paul Paré
Production and Development, National Director – Peter Katadotis
Distribution, Marketing and International Affairs – Louise Beaudoin
Planning and Policies – Noel Cormier
Research and Analysis – Robert Armstrong
Communications – Denise Melillo
Human and Material Resources – Marcel Choquette

Historical Background

Telefilm Canada grew from the *Canadian Film Development Corporation Act* of 1967.

Overall Responsibilities

Telefilm Canada is responsible for developing Canada's film, television and video industry. Through a wide range of resources including funding, the Corporation provides support for the production of film and broadcast material. Its goal is to strengthen the competitive position of Canadian films, television programs and videos, as well as to raise the export profile of Canadian companies and to help them in developing marketing and promotion strategies.

Organization and Programs

Telefilm Canada is a Crown corporation, acting in partnership with the private sector. Through a variety of funds, the Corporation participates in some 300 projects each year, ranging from screenplay development through final production and beyond to the distribution and marketing of the finished product in Canada and abroad. The Corporation also co-ordinates Canada's participation in international festivals and administers a program of grants to Canadian festivals.

Co-production agreements for film or television programs have been signed by Canada with foreign countries: Algeria, Argentina, Belgium, China, Czechoslovakia, the Federal Republic of Germany, France, Hungary, Ireland, Israël, Italy, Morocco, the Netherlands, New Zealand, Spain, the Soviet Union, Switzerland, the United Kingdom and Yugoslavia. Among other provisions, the agreements stipulate that a co-production is treated exactly like a domestic production in each of the partner countries.

Telefilm's funds include:
- Canadian Broadcast Program Development Fund
- Feature Film Fund
- Feature Film Distribution Fund
- Scriptwriting Assistance Program
- Interim Financing Fund
- Versioning Assistance Fund
- Canadian Production Marketing Assistance Fund
- U.S. Foreign Launch Fund
- Industrial and Professional Development Fund
- Grants to Canadian Film and Video Festival Fund
- Closed captioning for persons with hearing impairments
- Long-term corporate loans
- Canadian participation in international film events
- Official co-productions, co-ventures, production packages and twinning arrangements with Canada

Regional Offices

Offices in Canada

Halifax
5525 Artillery Place
Suite 220
Halifax, Nova Scotia
B3J 1J2
Tel: (902) 426-8425
Fax: (902) 426-4445

Toronto
2 Bloor Street West
22nd Floor
Toronto, Ontario
M4W 3E2
Tel: (416) 973-6436
Telex: 06-218344
Fax: (416) 973-8606

Vancouver
375 Water Street, Suite 350
Vancouver, British Columbia
V6B 5C6
Tel: (604) 666-1566
Fax: (604) 666-7754

International Offices

Los Angeles
144 South Beverly Drive
Suite 400
Beverly Hills, California
90212
U.S.A.
Tel: (213) 859-0268
Fax: (213) 276-4741

Paris
15, rue de Berri
75008 Paris
France
Tel: (1) 45.63.70.45
Telex: 42-648082F
Fax: (1) 42.25.33.61

London
55/59 Oxford Street
Fourth Floor
London, WIR IRD
England
Tel: (71) 437-8308
Telex: 923-753
Fax: (71) 734-8586

Parliamentary Committee

Standing Committee on Communications and Culture

Consumer and Corporate Affairs Canada

Legal Title
Department of Consumer and Corporate Affairs

Head Office
Consumer and Corporate Affairs Canada
Place du Portage, Phase 1
50 Victoria Street
Hull, Quebec

Mailing address:
Ottawa, Ontario
K1A 0C9

General Inquiries
(819) 953-5291

Minister
Minister of Consumer and Corporate Affairs

Principal Officers

Deputy Minister and Deputy Registrar General	– Jocelyne E. Bourgon
Assistant Deputy Ministers	
Bureau of Consumer Affairs	– Wendy F. Porteous
Bureau of Corporate Affairs and Legislative Policy	– Morris Rosenberg
Bureau of Corporate Policy and Strategic Planning	– Suzanne Hurtubise
Bureau of Competition Policy Director of Investigation and Research	– Howard I. Wetston

Historical Background

The Department of Consumer and Corporate Affairs was established in 1967 by the *Department of Consumer and Corporate Affairs Act.* This Act transferred the functions of the Department of the Registrar General to Consumer and Corporate Affairs.

Responsibility for the *Patent Act*, the *Copyright Act* and the *Trade Marks Act* were transferred to the Department in 1965. The Standards Branch also joined the Department.

Overall Responsibilities

The Department promotes the fair and efficient operation of the marketplace in Canada.

It has jurisdiction, either wholly or in conjunction with the provinces, in the following:

- consumer affairs;
- corporations and corporate securities;
- combines, mergers, monopolies and restraint of trade;
- bankruptcy and insolvency;
- patents, copyright, trademarks and industrial design;
- standards of identity and performance in relation to consumer goods; and
- weights and measures.

In exercising these powers and carrying out these duties, it is authorized to initiate, recommend, undertake or co-ordinate programs designed to promote the interests of, and protect, the Canadian consumer.

Organization and Programs

The Department is organized into four bureaus supported by three service bureaus and field staff in the Atlantic, Quebec, Ontario, Prairie and Pacific regions.

Bureau of Consumer Affairs

This Bureau promotes and protects consumer interests and encourages fairness in the marketplace. It enforces legislation and administers voluntary programs respecting fraud, safety, measurement accuracy and product labelling. In addition, the Bureau is responsible for consumer information, advocacy within government and with industry, and financial and technical support of consumer groups. This bureau comprises five branches.

Weights and Measures enforces legislation to minimize inaccurate measurement and to ensure equity in trade of goods and services provided on the basis of measurement.

Electricity and Gas minimizes inaccurate measurement and ensures equity in trade of electricity and gas through enforced legislation.

Consumer Products administers voluntary programs to prevent product misrepresentation in the marketplace.

Product Safety Branch manages voluntary and education programs to protect against hazardous products in the marketplace.

Consumer Policy and Services identifies, analyses and articulates consumer issues and develops consumer policy on a broad range of matters in support of the Minister's consumer protection and promotion responsibilities.

Bureau of Corporate Affairs and Legislative Policy

This Bureau provides a legal and regulatory framework for the orderly conduct of business. It:

- incorporates federal business and non-profit corporations;

- regulates bankruptcy proceedings for insolvent companies and individuals;
- licenses and supervises trustees in bankruptcy;
- enforces standards of conduct for corporations in the treatment of shareholders and the disclosure of relevant corporate information;
- grants exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works; and
- plays the lead role in the preparation of all proposals for the amendment of departmental statutes.

The Bureau is composed of five directorates or branches.

Bankruptcy supervises the administration of bankruptcy in Canada. It emphasizes the provision of services to debtors and the monitoring of the quality of estate administration by private sector trustees. In doing so, it ensures a fair and equitable return to creditors and detects offences committed as part of insolvency proceedings. The Superintendent of Bankruptcy is also responsible for the maintenance of trust funds related to bankruptcies.

The Corporations Directorate is primarily responsible for the incorporation of federal corporations, excluding financial intermediaries. It also monitors their adherence to the law, and provides public access to corporate information. It also administers trust funds established pursuant to the *Winding-Up Act*.

The Intellectual Property Directorate grants or registers equitable exclusive intellectual and industrial property rights. It ensures that the information required, in exchange for such rights, is made available to promote innovative technologies in Canada.

Lobbyists Registration registers lobbyists and maintains a registry for public inspection.

The Legislative Review Directorate provides research and analyses for policy development, legislative and regulatory reviews and reform in the consumer, corporate and intellectual property areas. It also promotes an increase in the effectiveness of departmental input into governmental policy and supports and reinforces departmental programs through the development of policy frameworks.

Bureau of Competition Policy
This Bureau promotes competition and efficiency in the Canadian economy through the administration of the *Competition Act*.

The *Competition Act*, which replaced the *Combines Investigation Act*, was proclaimed in June 1986. It broadened the scope of Canadian competition legislation and included new amended provisions for the purpose of more effective protection and stimulation of competition in domestic and international markets.

The Bureau has seven branches:
Mergers administers merger provisions of the Act, including the notifiable transaction requirements.

Two branches, Resources and Manufacturing, and Services, manage the restraints to competition function. They are responsible for the administration of both the criminal offence section of the Act and the provisions relating to reviewable practices within their respective sectors of the economy.

Marketing Practices administers provisions in the Act concerning misleading advertising and deceptive marketing practices. It operates on a decentralized basis with investigative staff in 12 offices across Canada.

Economics and International Affairs provides economic analyses and advice regarding enforcement and policy matters.

Compliance and Co-ordination promotes pro-active compliance and alternative case resolution techniques.

Management Systems and Services is responsible for strategic, operational, and resource planning and reporting, operational review, information systems and support, and financial, administrative and personnel services for the Bureau.

Bureau of Corporate Policy and Strategic Planning
This Bureau assists in increasing departmental emphasis on management objectives. These objectives include providing research and support to policy initiatives and fostering the development and integration of strategic planning in the Department. The Bureau comprises three branches.

The Personnel Directorate provides advice, support and services to managers to enable them to manage the Department's human resources effectively.

Office of the Assistant Deputy Registrar General
This Office administers the Government's Conflict of Interest and Post Employment Code for public office holders.

Departmental Secretariat
The Secretariat co-ordinates activities and communications for the Department; it includes the Access to information and Privacy Unit and responds to requests for UFFI homeowner information.

Finance and Administration Directorate
This Directorate is responsible for financial, administrative and informatics policies.

Communications provides communications advice and support to promote departmental policy, initiatives and programs.

Strategic Planning and Corporate Services conducts research into current and emerging issues for use in strategic planning, policy development, ministerial briefing and the implementation of new initiatives.

Regional Offices

Atlantic Region
1489 Hollis Street, Room 1500
Halifax, Nova Scotia
B3J 3M5
(902) 426-6080

Quebec Region
Guy Favreau Complex, East Tower, Room 502
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 496-1797

Ontario Region
Federal Building, 6th Floor
4900 Yonge Street
Willowdale, Ontario
M2N 6B8
(416) 224-4031

Prairie Region
260 St. Mary Avenue
Winnipeg, Manitoba
R3C 0M6
(204) 983-2366

Pacific Region
800 Burrard Street, Suite 1400
Vancouver, British Columbia
V6Z 2H8
(604) 666-5000

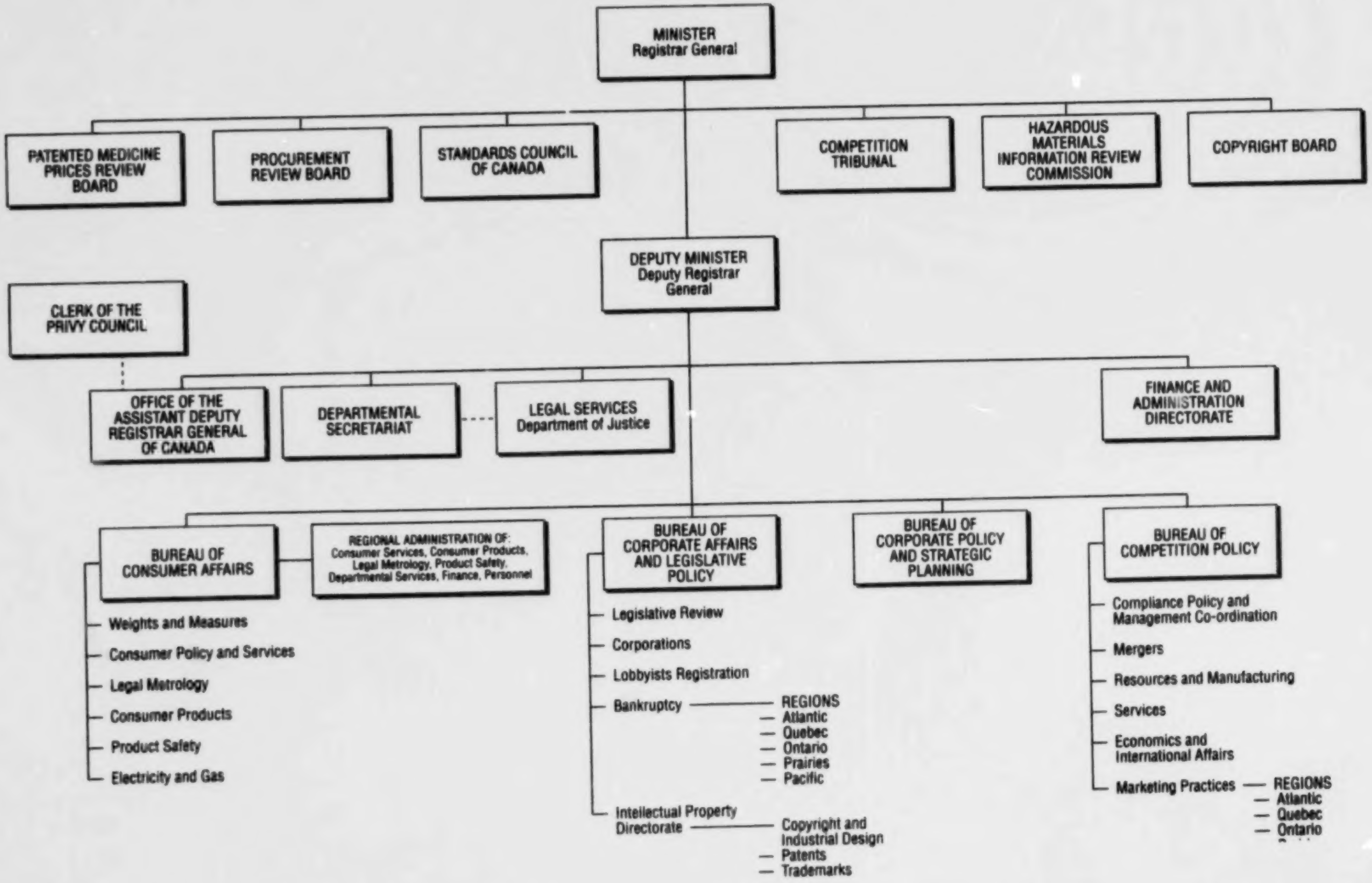
Parliamentary Committee

Consumer and Corporate Affairs and Government Operations

Statutes

Bankruptcy Act
Boards of Trade Act
Canada Business Corporations Act
Canada Cooperative Associations Act
Canada Corporations Act
Competition Act
Consumer Packaging and Labelling Act
Copyright Act
Department of Consumer and Corporate Affairs Act
Electricity and Gas Inspection Act
Government Corporations Operation Act
Hazardous Products Act
Industrial Design Act
Insurance Companies, Canadian and British Lobbyists Registration Act
National Trade Mark and True Labelling Act
Patent Act
Pension Fund Societies Act
Precious Metals Marketing Act
Public Servant Inventions Act
Tax Rebate Discounting Act
Textile Labelling Act
Trade Marks Act
Weights and Measures Act
Canada Agricultural Products Standards Act
Excise Act
Food and Drugs Act
Fish Inspection Act
Investment Canada Act
Loan Companies Act
Broadcasting Act
Shipping Conferences Exemption Act
Winding-Up Act
Bills of Exchange Act
Companies' Creditors Arrangement Act
Cooperative Credit Association Act
Corporations and Labour Unions Returns Act
Defence Production Act
Energy Supplies Emergency Act
Feeds Act
Fertilizers Act
Interest Act
National Transportation Act
Parliament Hill
Pest Control Products Act
Seeds Act
St. Lawrence Seaway Authority Act
Trade Unions Act
Timber Marking Act
Seals Act
Public Officers Act
Public Documents Act
Bell Canada Act
Canadian National Railways Act
Cape Breton Development Corporation Act
Criminal Records Act
Extradition Act
Port Falls Bridge Authority Act
Land Titles Act
Northern Pipeline Act
Public Lands Grant Act
Publication of Statutes Act
Railway Act
Competition Tribunal Act
Hazardous Materials Information Review Act
Standards Council of Canada Act

Consumer and Corporate Affairs Canada


MINISTER
Registrar General
PATENTED MEDICINE PRICES REVIEW BOARD
PROCUREMENT REVIEW BOARD
STANDARDS COUNCIL OF CANADA
COMPETITION TRIBUNAL
HAZARDOUS MATERIALS INFORMATION REVIEW COMMISSION
COPYRIGHT BOARD
DEPUTY MINISTER
Deputy Registrar General
CLERK OF THE PRIVY COUNCIL
OFFICE OF THE ASSISTANT DEPUTY REGISTRAR GENERAL OF CANADA
DEPARTMENTAL SECRETARIAT
LEGAL SERVICES
Department of Justice
FINANCE AND ADMINISTRATION DIRECTORATE
BUREAU OF CONSUMER AFFAIRS
REGIONAL ADMINISTRATION OF: Consumer Services, Consumer Products, Legal Metrology, Product Safety, Departmental Services, Finance, Personnel
Weights and Measures
Consumer Policy and Services
Legal Metrology
Consumer Products
Product Safety
Electricity and Gas
BUREAU OF CORPORATE AFFAIRS AND LEGISLATIVE POLICY
Legislative Review
Corporations
Lobbyists Registration
Bankruptcy
REGIONS
Atlantic
Quebec
Ontario
Prairies
Pacific
Intellectual Property Directorate
Copyright and Industrial Design
Patents
Trademarks
BUREAU OF CORPORATE POLICY AND STRATEGIC PLANNING
BUREAU OF COMPETITION POLICY
Compliance Policy and Management Co-ordination
Mergers
Resources and Manufacturing
Services
Economics and International Affairs
Marketing Practices
REGIONS
Atlantic
Quebec
Ontario

Competition Tribunal

Head Office
Royal Bank Centre, Suite 600
90 Sparks Street
Ottawa, Ontario
K1P 5B4

General Inquiries
(613) 957-3172

Minister
Minister of Consumer and Corporate Affairs

Members

Chairperson	– The Honourable Madame Justice Barbara Reed
Judicial Members	– The Honourable Mr. Justice Barry L. Strayer
	– The Honourable Mr. Justice Leonard A. Martin
	– The Honourable Mr. Justice Max M. Teitelbaum
Lay Members	– Frank Roseman
	– Marie-Hélène Sarrazin
	– Victor L. Clarke

Principal Officers

Registrar	– Annaline Lubbe
Chief, Registry Services	– Larry Séguin
Chief, Finance, Administration and Personnel	– Carole Ménard

Historical Background

The Competition Tribunal was established by the *Competition Tribunal Act* in June 1986. At the same time, Parliament enacted the *Competition Act*. These Acts replaced the *Combines Investigation Act* originally enacted in 1910; the Competition Tribunal replaced the former Restrictive Trade Practices Commission

Overall Responsibilities

The Competition Tribunal has jurisdiction to hear applications and issue orders regarding the civil reviewable matters such as applications relating to mergers, specialization agreements and practices alleged to be an abuse of a dominant position. The Tribunal also deals with such practices as refusal to deal, consignment selling, exclusive dealing, tied selling, market restriction and delivered pricing. Foreign judgments, laws and directives which could affect competition adversely in Canada and refusals by foreign suppliers to supply a product may also lead to applications before the Tribunal. Although the Tribunal has its headquarters in Ottawa, it may hold a hearing anywhere in Canada.

Organization and Programs

The Registry of the Tribunal provides it with administrative, registry and research services.

Regional Offices

None

Parliamentary Committee

Standing Committee on Consumer and Corporate Affairs and Government Operations

Statutes

Competition Act, Part VIII
Competition Tribunal Act
Competition Tribunal Rules

Copyright Board Canada

Head Office

Vanguard Building, Suite 501
171 Slater Street
Ottawa, Ontario
K1A 0C9

General Inquiries

(613) 952-8621

Minister

Minister of Consumer and Corporate Affairs

Principal Officers

Chairperson	– Justice Donald H. Medhurst
Vice-Chairperson and Chief Executive Officer	– Michel Hétu, Q.C.
Member	– Judith A. Alexander
Member	– Michel Latraverse
Secretary to the Board	– Philippe Rabot

Historical Background

The Copyright Board was created in February 1989 under the *Act to Amend the Copyright Act*. The Board replaced the Copyright Appeal Board which, since 1936, had been responsible for the annual review and approval of royalties payable for the performance of musical and dramatico-musical works in Canada.

Overall Responsibilities

In addition to assuming the Copyright Appeal Board's duties regarding royalties, the new Copyright Board:

- fixes the royalties payable for the retransmission of distant television and radio signals;
- sets the amount of copyright royalties to be paid or their related terms and conditions, if these matters are in dispute. Licencing bodies for copyrighted works and users of those works may apply to have these royalties set;
- considers altering royalties and related terms and conditions, if the Director of Investigation and Research, Bureau of Competition Policy considers a filed agreement contrary to the public interest;
- issues non-exclusive licences to use a published work, if the copyright owner cannot be located; and
- conducts studies on the excercise of its powers for the Minister.

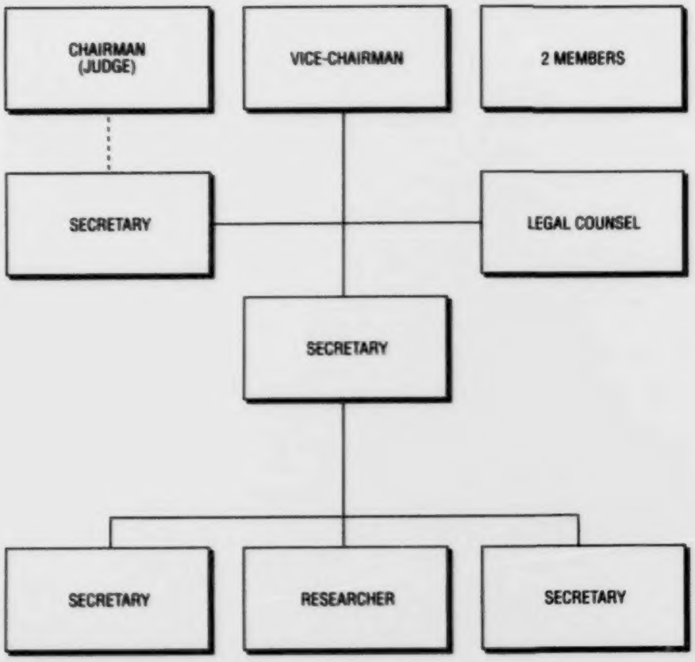
Regional Offices

None

Parliamentary Committee

Standing Committee on Consumer and Corporate Affairs and Government Operations.

Copyright Board Canada


CHAIRMAN (JUDGE)
VICE-CHAIRMAN
2 MEMBERS
SECRETARY
LEGAL COUNSEL
SECRETARY
SECRETARY
RESEARCHER
SECRETARY

Patented Medicine Prices Review Board Canada

Legal Title
Patented Medicine Prices Review Board

Head Office
359 Kent Street
Ottawa, Ontario
K1A 0C9

General Inquiries
(613) 952-3301

Minister
Minister of Consumer and Corporate Affairs.

Principal Officers

Chairperson and Chief Executive Officer	– H.C. Eastman
Vice-Chairperson	– R. Goyer
Members	– S. Gibbons C.D. Mutala C. Wright
Executive Director	– W.D. Critchley
Secretary	– P.J. Sylvester

Historical Background

The Patented Medicine Prices Review Board (PMPRB), was created in 1987 by amendments to the *Patent Act.* The amendments also provided pharmaceutical manufacturers with a guaranteed period of seven to 10 years during which they have the exclusive right to sell their patented medicines in Canada.

Overall Responsibilities

The Board ensures that prices for patented medicines are not excessive. It is also responsible for monitoring and reporting to Parliament on overall pharmaceutical pricing trends and on investment in pharmaceutical research and development.

Patentees are required to file data on prices of medicines and on expenditures for research and development. The Board's mandate to review prices is limited to the price at which the patentee sells the patented medicine. In most cases, this is the price at which the manufacturer sells the patented medicine to a wholesaler, hospital or pharmacy.

The Board has no jurisdiction over the prices of patented medicines at the retail level.

When the Board finds that a patented medicine is being sold at an excessive price, it may remove the right of exclusivity or order a price reduction.

Organization and Programs

The Board is an independent quasi-judicial agency. Its decisions are subject to judicial review on jurisdictional or procedural grounds. The *Patent Act* gives no power to the government to direct the Board or to review its decisions and orders.

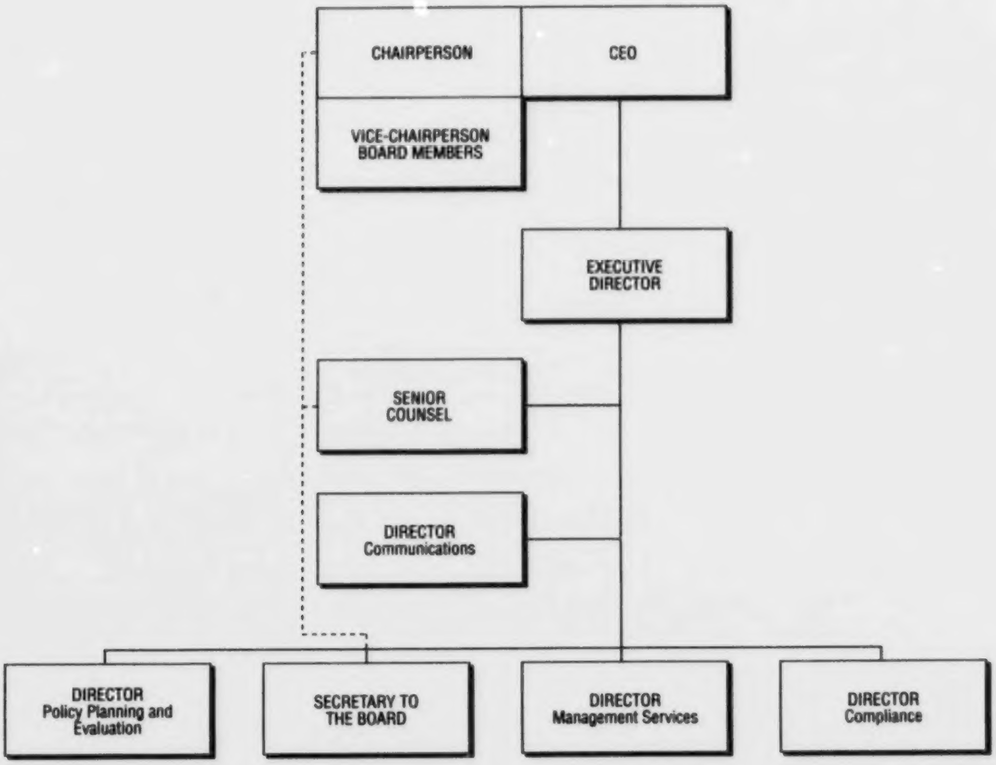
To facilitate compliance with the law, the Board has published guidelines for determining if a price is excessive.

Four branches manage the Board's affairs: Policy, Planning and Evaluation, Compliance, Communications and Management Services.

Regional Offices

None

Patented Medicine Prices Review Board Canada


CHAIRPERSON
CEO
VICE-CHAIRPERSON
BOARD MEMBERS
EXECUTIVE DIRECTOR
SENIOR COUNSEL
DIRECTOR Communications
DIRECTOR Policy Planning and Evaluation
SECRETARY TO THE BOARD
DIRECTOR Management Services
DIRECTOR Compliance

Standards Council of Canada

Head Office
350 Sparks Street, Suite 1200
Ottawa, Ontario
K1P 6N7

General Inquiries
Tel: (613) 238-3222
Fax: (613) 995-4564

Minister
Minister of Consumer and Corporate Affairs

Principal Officers

President	– Georges Archer
Vice-President	– Hugh Krentz
Executive Director	– John R. Woods
Treasurer/Director, Administration and Finance	– Richard Parsons
Director, Standardization	– Jack Perrow
Director, Communications	– Larry Moore

Historical Background

The Standards Council of Canada was established in 1970 under the *Standards Council of Canada Act*.

Overall Responsibilities

The Council fosters and promotes voluntary standardization in fields relating to the construction, manufacture, production, quality, performance and safety of buildings, structures, manufactured articles, products, and other goods and their components not provided for by law.

The Council also:
- assists government by helping industry, and Canadians in general, obtain the best possible advantage from the use of standards in their domestic and international affairs;
- serves as the government's focal point for voluntary standardization;
- represents Canada in international voluntary standardization activities; and
- co-ordinates standardization in Canada by setting out policies and procedures for the development of National Standards of Canada, and for accreditation of certification and testing organizations.

Organization and Programs

The Council is composed of four main branches.

Standardization Branch
In addition to accrediting standards-writing organizations and approving National Standards of Canada this branch:
- accredits testing organizations, calibration laboratories and certification organizations; and
- co-ordinates Canada's participation in the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC).

In addition, the Branch develops the policies and procedures which must be adhered to if these organizations are to be accredited to the National Standards System.

The Branch also communicates the above programs to three levels of government and industry to ensure awareness of the programs, products, services and activities of the Council.

Information and Sales Branch
This Branch manages two programs:
- the dissemination of information on national, international and foreign standards, standards-related documents and activities; and,
- sales of international, American, foreign national standards, National Standards of Canada produced by CGSB, and other standards-related documents.

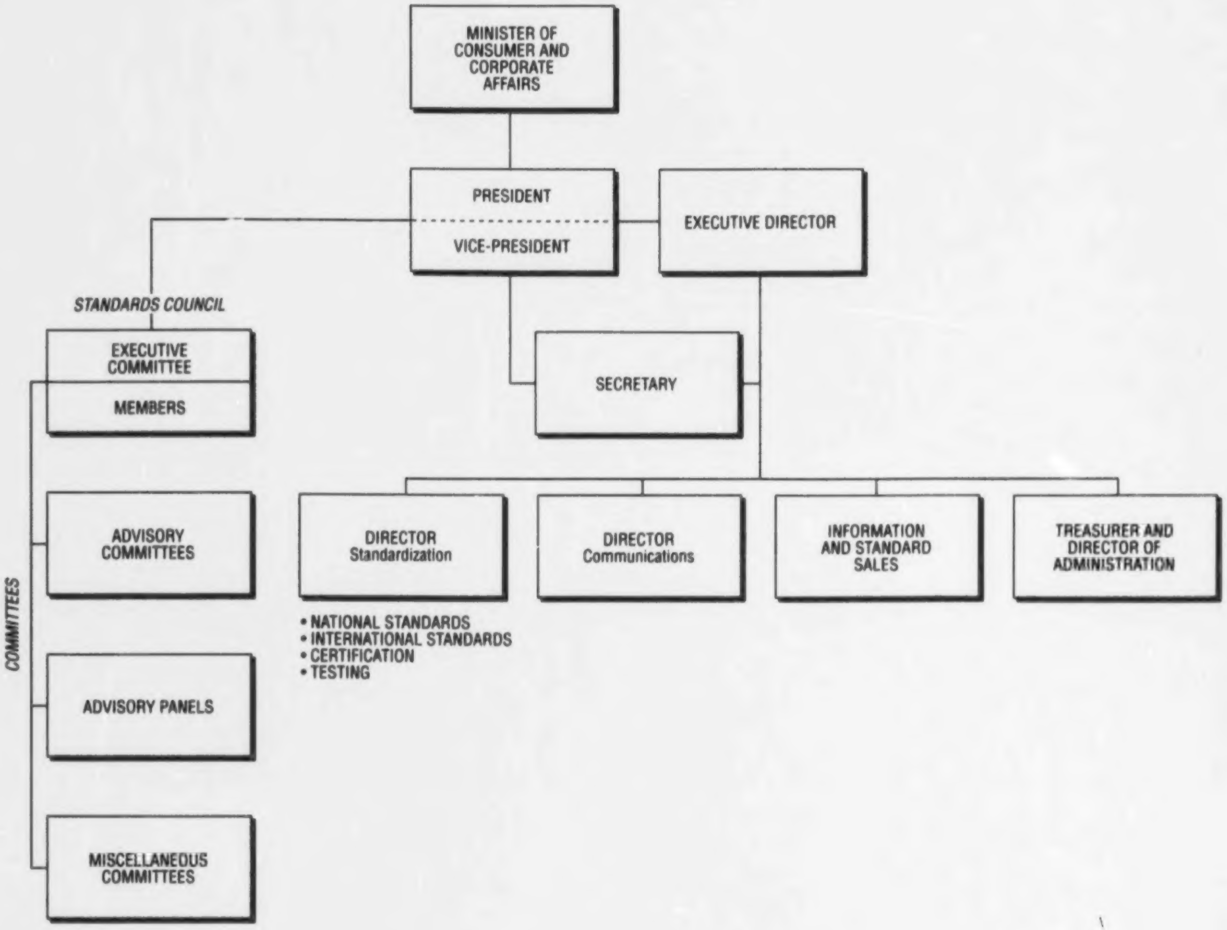
Communications Branch
The provision of organizational publications and other texts and general promotion are the responsibility of this Branch.

Administration Branch
This Branch provides financial, human resource and administrative services to all branches of Council, and has overall responsibility for operational planning and control, personnel services and general administration.

Regional Offices

None

Standards Council of Canada


MINISTER OF CONSUMER AND CORPORATE AFFAIRS
PRESIDENT
VICE-PRESIDENT
EXECUTIVE DIRECTOR
SECRETARY
STANDARDS COUNCIL
EXECUTIVE COMMITTEE
MEMBERS
COMMITTEES
ADVISORY COMMITTEES
ADVISORY PANELS
MISCELLANEOUS COMMITTEES
DIRECTOR Standardization
• NATIONAL STANDARDS
• INTERNATIONAL STANDARDS
• CERTIFICATION
• TESTING
DIRECTOR Communications
INFORMATION AND STANDARD SALES
TREASURER AND DIRECTOR OF ADMINISTRATION

Department of Finance Canada

Legal Title
Department of Finance

Head Office
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0G5

General Inquiries
(613) 992-1573

Ministers
Minister of Finance
Minister of State (Finance)
Minister of State (Privatization and Regulatory Affairs)

Principal Officers
Deputy Minister – Frederick W. Corbet
Associate Deputy Ministers – Michel Caron
David Dodge
Senior Assistant Deputy Minister – Ian Bennett
Assistant Deputy Ministers
Fiscal Policy and Economic Analysis – Kevin Lynch
Federal-Provincial Relations – Russ Robinson
Economic Development Policy – George Anderson
Financial Sector Policy – Nick Le Pan
International Trade and Finance – Doug Smee
Consultations and Communications – Peter Liebel
Administration – R.M. Emond

Historical Background

The Department of Finance is a child of Confederation, the consolidation of provincial inspectors general who handled financial affairs before Canada was formed. At various times since 1867, the Department has included the Comptroller of the Treasury, the Royal Canadian Mint, Tax Inspection, Old Age Pensions, Superannuation and Retirement, and the Treasury Board. In the early 1930s, detailed operational responsibilities were transferred to other departments so that Finance could concentrate on analytical and policy work. The number of employees has ranged from a low of 38 in 1867 through a high of 6000 to approximately 800 at present.

Overall Responsibilities

Primarily responsible for advice on the economic and financial affairs of Canada, the Department deals with the performance of the Canadian economy in all important aspects – the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of initiatives of all federal departments or agencies which have an impact on the economy. Finance is also concerned with trade and monetary affairs and with other international forces that affect the country's domestic performance. It also works towards improving co-ordination between provincial governments and the Government of Canada.

The federal budget speech by the Minister of Finance has traditionally reviewed the government's accounts and made proposals with respect to both expenditures and revenues. In recent years, it has also provided a review of past, present and future economic factors affecting business and the nation's finances.

Organization and Programs

Tax Policy and Legislation Branch

The five divisions within this Branch assess the implications of tax policy, but from different perspectives. None of the work involves the actual collection of taxes or the interpretation of tax law. Together, they are responsible for all matters relating to taxation at the federal level:

- Sales Tax and Excise Division provides advice and recommendations for changes in federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada.
- Business and Resource Tax Analysis Division analyses tax policy issues in the areas of corporate and business income taxation and resource taxation. It also studies the impact of the corporate tax system on the allocation of resources and economic growth.
- Personal Tax Analysis Division is responsible for the analysis of personal income tax matters, including issues that relate to the government's social policy objectives.
- Tax Policy – Legislation Division, in consultation with the departments of Justice and Revenue Canada, prepares tax legislation and helps guide it through Parliament. It also advises and makes recommendations for changes in federal income tax with particular reference to the commercial, legal, policy and administrative implications of proposed changes.
- Tax Measures Evaluation Division evaluates tax expenditures, tax policy and tariff remission measures and is responsible for the periodic Tax Expenditure Accounts.

Economic Development Policy Branch

This Branch provides analytical support and policy advice on a wide range of economic, fiscal, and financial issues. It has three components:

- Economic Development Division is responsible for industrial and regional development, including the manufacturing, transportation, communications, agriculture and forestry sectors, and science and technology. It analyses and advises on the financial health of the private corporate sector.
- Energy and Resource Policy Division covers both renewable and non-renewable resources in the energy sector, minerals, fisheries, northern development and the environment.
- Crown Corporations Directorate reports on issues relating to the corporate plans and capital budgets of Crown corporations and their implications for the government's fiscal and economic policy positions. It is also involved in managing the government's portfolio of investments and such issues as the disposal of some corporations. The Directorate reports also to the Treasury Board Secretariat.

Fiscal Policy and Economic Analysis Branch

This Branch monitors and analyses the economic and fiscal situation of the country. In order to do this, the Branch must monitor economic developments in Canada's major trading partners, co-ordinate the Department's quarterly economic and fiscal forecast, monitor developments in revenue and expenditure at all levels of government and prepare policy advice. There are three Divisions and a computer services unit:

- Economic Analysis and Forecasting Division, consisting of the Economic Analysis group and the Forecasting and Model Development group – the Economic Analysis group assesses current economic conditions, and analyses developments over a wide range of economic indicators. Monthly and quarterly economic assessments (*Quarterly Economic Review*) and economic bulletins on a variety of topics are prepared. The Forecasting and Model Development group is responsible for co-ordinating the Department's economic forecast and for developing the quarterly macro-economic forecasting and policy model (CEFM).
- Fiscal Policy Division advises on fiscal policy, analyses the financial requirements of the government and monitors fiscal positions of other levels of government. It also prepares the *Fiscal Monitor* and several budgetary papers, and reviews the Public Accounts and other statements for which the Minister of Finance has responsibility under the *Financial Administration Act*.
- Economic Studies and Policy Analysis Division provides research on major economic and fiscal issues to do with the Canadian labour market, such as inter-regional migrations, a business transfer tax, tax reform on labour supply, saving, investment, productivity and potential output, and the macro-impacts of the agricultural crisis.

International Trade and Finance Branch

There are three divisions within this Branch:

- Tariffs Division advises the Ministers on Canada's tariff policy, recommending policy positions in such areas as tariff reductions to Canada's trading partners, emergency surtaxes on imports threatening Canadian production, preferential duty rates on imports from developing countries, and decreases or remissions of duty for individual Canadian manufacturers. The Division reviews representations from the Canadian private sector, consults with affected Canadian industry sectors and participates in negotiations with Canada's trading partners.
- International and Economic Relations Division helps formulate Canada's domestic and international trade policy, providing advice on investment, trade and policy issues. It also provides advice on anti-dumping, subsidies and countervailing and related legislation.
- International Finance and Development Division consists of three sections: the International Development and Export Finance Section, which covers Canada's economic, financial and aid relations with developing countries; the International Debt Management and Analysis Section which monitors the economic and financial situation of countries where Canada has significant financial exposure; and the International Economic and Financial Analysis Section which analyses and forecasts developments in the international economy and the international financial system.

Financial Sector Policy Branch

This Branch is responsible for policy analysis and advice with respect to the financial sector, including the management of the federal government's borrowing program. Three divisions make up the Branch:

- Financial Institutions and Markets Division is responsible for development of the policy (including regulatory reform) with respect to federally regulated financial institutions and provides current analysis of developments that will affect Canadian institutions and markets.
- Financial Analysis Division analyses the financial market from a macro-economic perspective. Its Monetary Analysis Section prepares econometric models and forecasts for the financial sectors of the American and Canadian economies. The Division's other section, the Exchange Market, handles exchange rate and balance of payments and manages the Exchange Fund Account, Canada's international reserves. Debt Management Division is responsible for policy analysis, recommendations and briefings with respect to the management of the public debt.

Federal-Provincial Relations and Social Policy Branch
This Branch provides policy advice on fiscal arrangements with provincial governments and matters coming before the Cabinet Committee on Social Development. It consists of two Divisions:

- Federal-Provincial Relations Division provides advice on policy and program development, and administers programs in federal-provincial financial relations.
- Social Policy Division advises on policy and expenditure management in social and legal areas.

Consultations and Communications Branch
This Branch co-ordinates ministerial and departmental consultations with the private sector and advises on the development and implementation of the Department's information and public affairs programs. There are four divisions: Information Services and Media Relations, Consultations, Communications Policy and Strategy, and Visits and Conferences.

Regional Offices

None

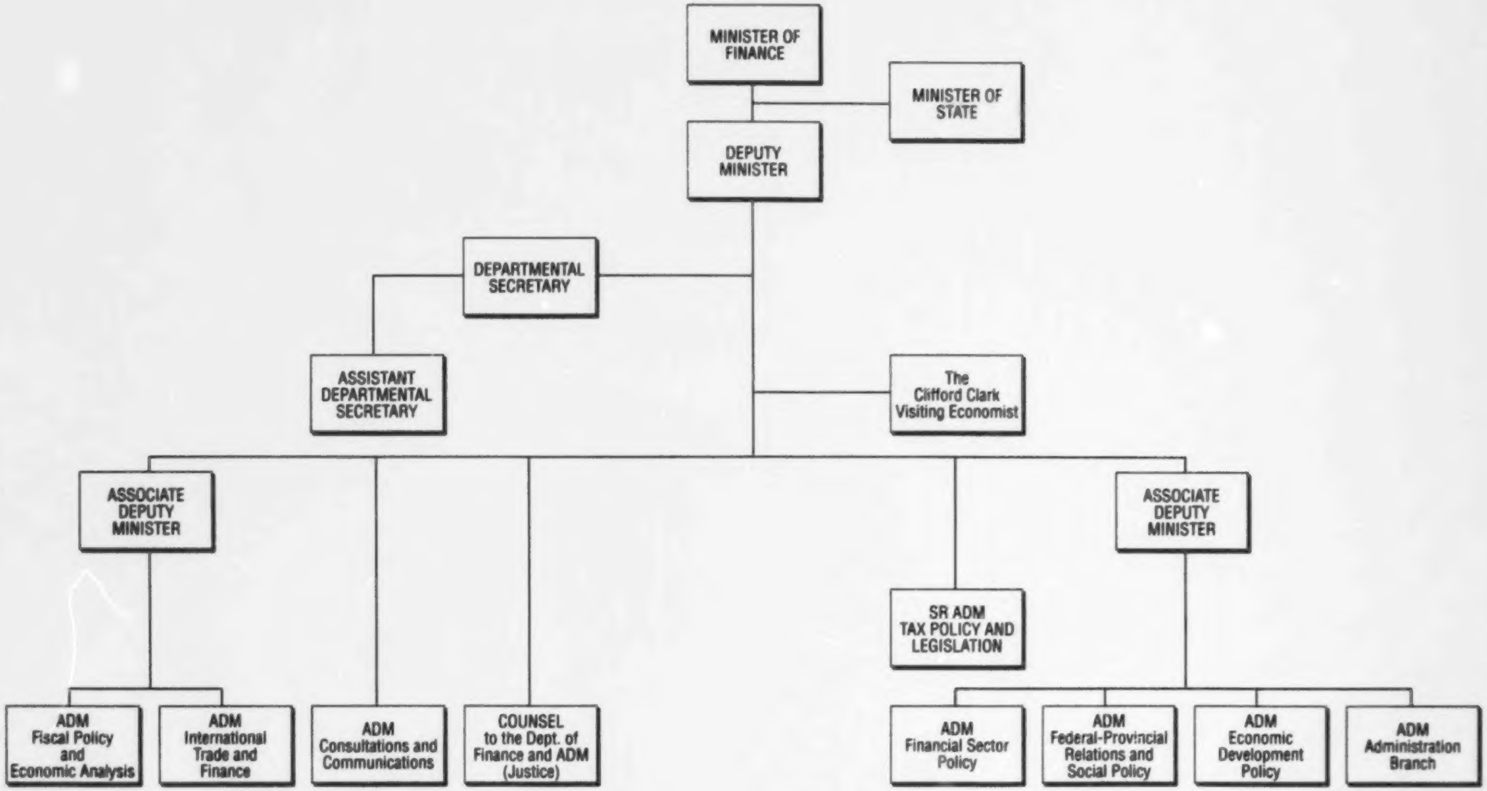
Parliamentary Committees

House of Commons Standing Committee on Finance, Trade and Economic Affairs
Senate Committee on Banking, Trade and Commerce

Statutes

Air Canada Public Participation Act
Bank Act
Bank of British Columbia Continuation Act
Bank of Canada Act
Beechwood Power Project Act
Bills of Exchange Act
Borrowing Authority Act
Bretton Woods Agreement Act
Canada Deposit Insurance Corporation Act
Canada Development Corporation Reorganization Act
Canadian Commercial Bank Financial Assistance Act
Canadian Fisherman's Loan Act
Canadian International Trade Tribunal Act
Canadian National Railways Capital Revision Act
Canadian National Railways Financing and Guarantee Act
Canadian National Railways Refunding Act
Canadian Payments Association Act
Civil Service Insurance Act
Co-operative Credit Associations Act
Customs and Excise Offshore Application Act
Diplomatic Service (Special) Superannuation Act
Eldorado Nuclear Limited Reorganization and Divestiture Act
Export Credits Insurance Act
Federal-Provincial Fiscal Revision 1964 Act
Financial Institutions and Deposit Insurance Amendment Act
Financial Institutions Depositors Compensation Act
Halifax Relief Commission Pension Continuation Act
Income Tax Act
Income Tax Conventions Interpretation Act
Interest Act
Investment Companies Act
Loan Companies Act
Newfoundland Additional Financial Assistance Act
Newfoundland Additional Grants Act
Office of the Superintendent of Financial Institutions Act
Oil Export Tax Act
Pension Benefit Standards Act
Pioneer Trust Payment Continuation Act
Prince Edward Island Subsidy Act
Provincial Subsidies Act
Residential Mortgage Financing Act
Small Loans Act
Supplementary Borrowing Authority Act
Tariff Board Act
Temporary Wheat Reserves Act
Trust Companies Act

Department of Finance Canada


MINISTER OF FINANCE
MINISTER OF STATE
DEPUTY MINISTER
DEPARTMENTAL SECRETARY
ASSISTANT DEPARTMENTAL SECRETARY
The Clifford Clark Visiting Economist
ASSOCIATE DEPUTY MINISTER
ASSOCIATE DEPUTY MINISTER
SR ADM TAX POLICY AND LEGISLATION
ADM Fiscal Policy and Economic Analysis
ADM International Trade and Finance
ADM Consultations and Communications
COUNSEL to the Dept. of Finance and ADM (Justice)
ADM Financial Sector Policy
ADM Federal-Provincial Relations and Social Policy
ADM Economic Development Policy
ADM Administration Branch

Bank of Canada

Head Office
234 Wellington Street
Ottawa, Ontario
K1A 0G9

General Inquiries
Public Information: (613) 782-7201
Main Switchboard: (613) 782-8111

Minister
Minister of Finance

Principal Officers
Governor – John W. Crow
Senior Deputy Governor – Gordon G. Thiessen
Board Members
  Jalynn H. Bennett, Toronto, Ontario
  Frederick W. Gorbet, Deputy Minister of Finance, (*ex officio*)
  Brian R. Heidecker, Coronation, Alberta
  Frederick E. Hyndman, Charlottetown, Prince Edward Island
  Harold W. Lane, Q.C., Saskatoon, Saskatchewan
  Leslie M. Little, Q.C., Vancouver, British Columbia
  James A. MacMurray, Saint John, New Brunswick
  Nancy Orr-Gaucher, Westmount, Quebec
  Susan H. Patten, St. John's, Newfoundland
  Guylaine Saucier, Montreal, Quebec
Deputy Governors – J.N. Ross Wilson
  Bernard Bonin
  Charles Freedman
  William R. White
Advisors – Serge Vachon
  Frank Faure
  Tim E. Noël
  Alvin C. Lamb
  W. Paul Jenkins
  John E.H. Conder
  William E. Alexander
Director of Administration – W. Albert McKay
Chiefs
  International – J.D. Murray
  Banking Operations – D.G. Bennett
  Securities – V. O'Regan
  Research – D.E. Rose
  Monetary and Financial Policy – J.A.P. Duguay
  Public Debt – G.M. Pike
  Personnel – V.L. Bethell
  Automation Services – D.W. MacDonald
  Premises Management – C. J. Stephenson

Historical Background

The onset of the Depression in the early 1930s caused mounting criticism of the country's existing financial structures and monetary arrangements. In July 1933, the government appointed a Royal Commission to study the workings of the financial system. The Report of the MacMillan Commission, published later that year, recommended the establishment of a central bank. The *Bank of Canada Act* was passed the following year, and the Bank of Canada began operations in March, 1935.

The Bank was originally a privately owned organization, but in 1935 a new government amended the *Bank Act* in two stages to provide for government ownership. Since 1938, the entire share capital issued by the Bank has been held by the Minister of Finance.

Overall Responsibilities

The Bank of Canada is Canada's central bank and is responsible for the country's monetary policy.

The primary function of the Bank is to formulate and implement monetary policy. It is not a commercial bank and does not carry out ordinary banking business or accept deposits from the general public.

It is widely accepted that monetary policy can make an important contribution to the achievement of sustained economic growth, high employment, reasonable price stability and a sound external economic position. Consequently, other Bank functions include:

- regulating credit and currency in the best interests of the economic life of the nation;
- controlling and protecting the external value of the national monetary unit;
- moderating fluctuations in the general level of production, trade, prices and employment, through its influence; and
- promoting the economic and financial welfare of Canada.

The Bank maintains close ties with the federal government. The presence of the Deputy Minister of Finance on the Board provides one channel of communication between the Bank and the Minister of Finance. In addition, the Governor meets with the Minister of Finance each week to discuss monetary policy and its relation to general economic conditions.

The Bank also acts as fiscal agent for the Government of Canada. In this capacity, the Bank operates the government's deposit account for virtually all government receipts and expenditures. It also handles debt management and foreign exchange transactions for the government.

Organization and Programs

Twelve departments carry out the Bank's activities.

Banking Operations

This Department provides services to other central banks, international financial organizations, the federal government, chartered banks, trust companies and other financial institutions. It also:

- provides security and administration for gold, securities and currency;
- distributes new bond issues; and
- manages agencies of the Bank in Halifax, Saint John, Montreal, Ottawa, Toronto, Winnipeg, Regina, Calgary and Vancouver.

These agencies maintain reserves of bank notes and all Government of Canada bonds to meet the daily requirements of the chartered banks and the financial community. They also receive bank notes withdrawn from circulation by the chartered banks and redeemed Government of Canada items such as government cheques, Canada Savings Bonds, other matured bonds and treasury bills.

Public Debt

As registrar for domestic Government of Canada debt, this Department:

- prints treasury bills, marketable bonds and Canada Savings Bonds;
- administers their issue, servicing and retirement; and
- handles the accounting for the liability they represent.

The servicing function includes:

- paying interest;
- processing transfers, exchanges, change of address and direct deposit arrangements;
- tax reporting;
- handling inquiries by letter and telephone; and
- replacement of lost or stolen bonds and coupons.

To handle effectively the large and changeable transaction volumes, the Department manages a continuing program of investment in improved methods and procedures and automated systems.

International

This Department analyses:

- current and prospective developments in the Canadian balance of payments;
- economic and financial activity overseas;
- international payments;
- exchange markets; and
- the conduct of the Bank of Canada's and the government's foreign exchange operations.

Analysts have access to sophisticated computer facilities, extensive data bases and statistical and other support staff. The majority of the analyses is carried out in Ottawa, but exchange market liaison and analyses are also done by senior departmental representatives in Montreal and Toronto.

Monetary and Financial Analysis

In addition to monitoring and analysing the behaviour of the chartered banks, other financial institutions and capital markets, this Department analyses credit flows in relation to recent and expected income and expenditure flows.

It also carries out long-term research into:

- the formulation and implementation of monetary policy;
- the portfolio behaviour of the different sectors of the economy;
- developments in the structure of financial markets, including institutional changes; and
- regulatory and supervisory issues and related matters.

As well, the Department monitors and advises on developments in the payments system and the evolution of electronic funds transfer systems.

Research

The primary responsibility of this Department is to keep the management of the Bank fully informed about current economic developments and prospects in Canada and the United States. It seeks further understanding of the operation of the economy and of public policies which are or could be employed to regulate the economy.

Research work is divided into three general categories: current analyses, economic projections and basic theoretical, econometric and institutional research. All three involve the study and interpretation of a wide range of economic information, the preparation of frequent analytical memoranda and the provision of reference material.

Securities

This Department:

- helps implement monetary policy through adjustments in the excess cash reserves of chartered banks or through open market operations;
- markets Government of Canada securities including treasury bills, marketable bonds and Canada Savings Bonds;
- monitors conditions in financial markets;
- forecasts key financial flows including federal government receipts and disbursements; and
- studies financial relationships relevant to securities markets.

Results are used by the Bank's senior officers to formulate monetary policy, to advise government on matters relating to debt management and to influence development of capital market structures appropriate to Canadian needs.

Premises Management
As well as managing the Bank's premises, this Department:
- analyses and plans for construction and renovations;
- manages building maintenance;
- provides physical security, employee reliability checks, security clearances and employee identification cards;
- orders supplies and materials; and
- looks after inventory, printing, equipment servicing, the cafeteria, office accommodation and horticultural services.

Personnel
This Department provides advice and support to Bank management on the allocation, compensation, development, well-being and equitable treatment of Bank personnel. This includes:
- recruitment
- pay
- training
- human resource planning
- employment equity
- salary administration
- job evaluation and performance appraisal
- career planning and counselling
- employee health assessments

Comptroller
Overall management of the Bank's internal financial systems are the responsibility of this Department. It also monitors the effective use of resources, procedures and processes for the Bank's capital and operating expenditures.

Automation Services
In addition to providing systems analyses, design and programming services, this Department:
- operates shared computer and network facilities;
- monitors other computer facilities; and
- participates in the planning of all computer hardware and software requirements within the Bank.

Audit
This Department audits all transactions which have an impact on either the Bank's financial statements or the Statement of Government of Canada Debt Outstanding, for which the Bank acts as fiscal agent and registrar.

Secretary's Department
This Department provides administrative support to the Board of Directors. It also offers a variety of services to other departments and to the general public. It is divided into three divisions.

The Office of the Secretary co-ordinates the administrative functions of the Board of Directors, its sub-committees and the Management Committee. It is also responsible for:
- corporate affairs,
- providing legal advice,
- administrative support and
- assisting departmental management and staff in improving departmental operations.

The Communication Services Division manages media and public relations. This includes:
- preparing, producing and distributing documents published by the Bank for internal and external use;
- providing information to the public on the Bank's functions and responsibilities;
- handling media and visitor relations; and
- managing the National Currency Collection and Museum.

Information Services includes library operation, records management and archive facilities.

Regional Offices

901 Victoria Square
Montreal, Quebec
H2Z 1R2
(514) 866-4561

900 West Hastings Street
Vancouver, British Columbia
V6C 1E6
(604) 643-6102/6100

75 Prince William Street
Saint John, New Brunswick
E2L 4R5
(506) 635-3600

404 6th Avenue SW
Calgary, Alberta
T2P 2H4
(403) 261-3437

2220 12th Avenue
Regina, Saskatchewan
S4P 0M8
(306) 352-2654

161 Portage Avenue
Winnipeg, Manitoba
R3B 0Y4
(204) 983-5530

1583 Hollis Street
Halifax, Nova Scotia
B3J 2M5
(902) 420-4600

250 University Avenue
Toronto, Ontario
M5H 3E5
(416) 593-2000

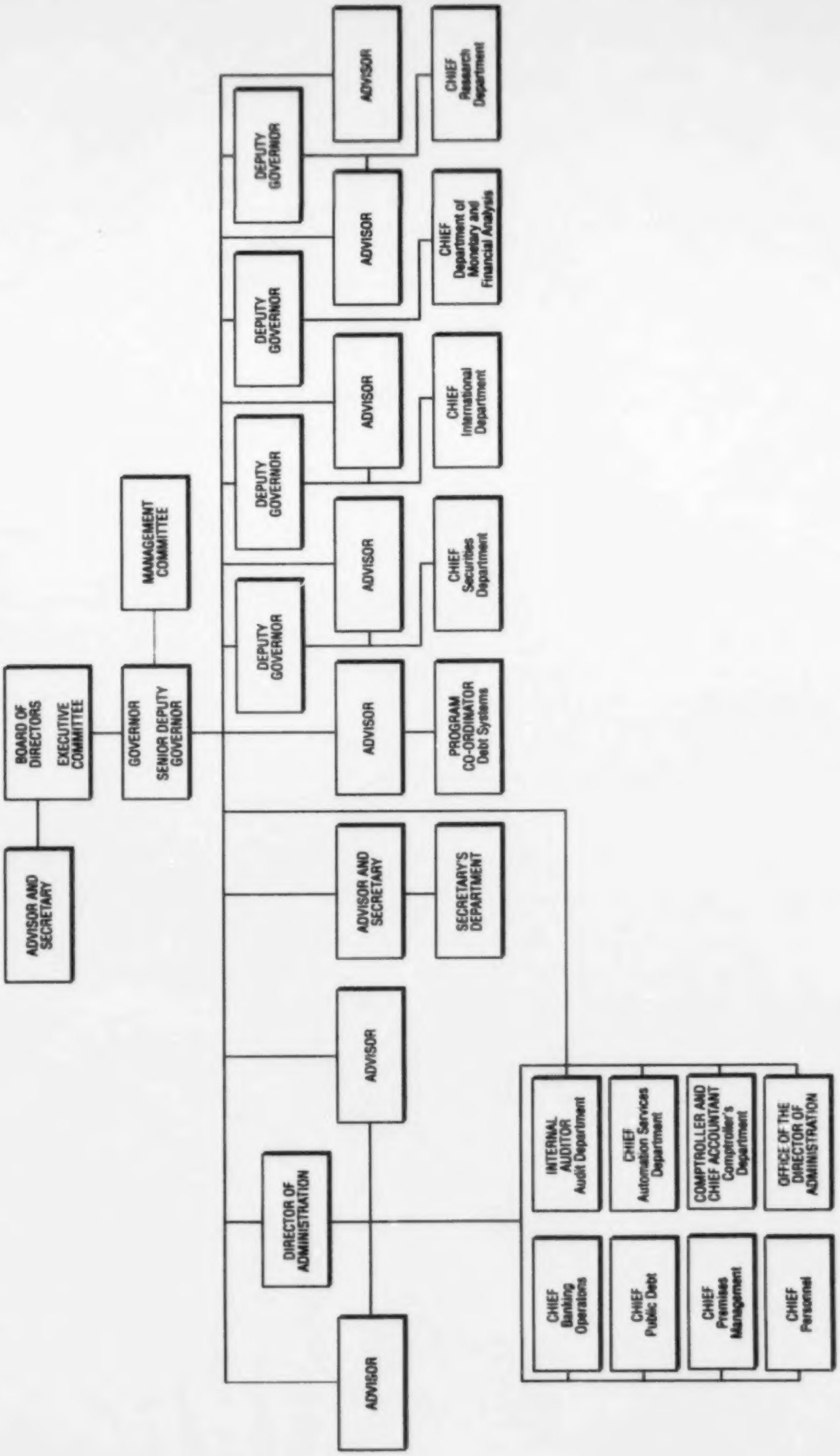
Parliamentary Committees

House of Commons Standing Committee on Finance
Senate Standing Committee on Banking, Trade and Commerce

Statutes

Bank of Canada Act

Bank of Canada


ADVISOR AND SECRETARY
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE
GOVERNOR
SENIOR DEPUTY GOVERNOR
MANAGEMENT COMMITTEE
DEPUTY GOVERNOR
DEPUTY GOVERNOR
DEPUTY GOVERNOR
DEPUTY GOVERNOR
ADVISOR
ADVISOR
ADVISOR
ADVISOR
ADVISOR
ADVISOR
ADVISOR AND SECRETARY
ADVISOR
DIRECTOR OF ADMINISTRATION
ADVISOR
CHIEF Research Department
CHIEF Department of Monetary and Financial Analysis
CHIEF International Department
CHIEF Securities Department
PROGRAM CO-ORDINATOR Debt Systems
SECRETARY'S DEPARTMENT
INTERNAL AUDITOR Audit Department
CHIEF Automation Services Department
COMPTROLLER AND CHIEF ACCOUNTANT Comptroller's Department
OFFICE OF THE DIRECTOR OF ADMINISTRATION
CHIEF Banking Operations
CHIEF Public Debt
CHIEF Premises Management
CHIEF Personnel

Canada Deposit Insurance Corporation

Head Office
50 O'Connor Street, 17th Floor
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5

General Inquiries
Ottawa/Hull: (613) 996-2081
Toronto: (416) 973-3887
Toll-free: 1-800-267-1999

Ministers
Minister of Finance
Minister of State (Finance)

Principal Officers

Chairperson of the Board of Directors	– R.A. McKinlay
Board Members	
Governor of the Bank of Canada	– J.W. Crow
Deputy Minister of Finance	– F.W. Gorbet
Superintendent of Financial Institutions	– M.A. Mackenzie
Deputy Superintendent of Financial Institutions	– R.M. Hammond
Private Sector Members	– H.M. Caron, Q.C. E. Susan Evans P.G. Morton R.N. Robertson, Q.C.
President and Chief Executive Officer	– J.P. Sabourin
Corporate Secretary and General Counsel	– L.T. Lederman
Vice-Presidents	
Insurance and Risk Assessment	– G. St- Pierre
Operations	– B.C. Scheepers
Field Operations	– J. Richards
Director of Corporate Communications	– D.E. Racine

Historical Background

The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the *Canada Deposit Insurance Corporation Act*. It is a Crown corporation.

Overall Responsibilities

The Corporation provides deposit insurance against the loss of deposits made with member institutions. It promotes standards of sound business and financial practices for members and contributes to the stability and competitiveness of the financial system in Canada.

Member institutions include banks, trust companies and loan companies. To obtain membership, an application must be submitted and approved. As a lender of last resort, the CDIC may provide short-term loans under the provisions of the *Investment Companies Act* and the *Co-operative Credit Associations Act*.

Organization and Programs

The CDIC is composed of three divisions.

Field Operations

This Division represents the Corporation's interest as principal creditor in the majority of liquidations of failed member institutions. It monitors the disposition of assets held by liquidators and receiver/managers. This ensures that the Corporation gets the best recovery for claims due to insured depositors.

Insurance and Risk Assessment

Measuring and minimizing the risk to which the Corporation is exposed are the responsibilities of this Division. It assesses companies seeking entry into the deposit insurance system and monitors member institutions on an on-going basis. In addition, this Division manages premium administration and ensures that member institutions comply with the *CDIC Act* and by-laws. This Division consists of three separate departments: Policy Development and Standards, Monitoring and Compliance.

Operations

The overall management and administration of CDIC's offices are looked after by this Division, including accounting, corporate communications, linguistic services and records management departments, and Toronto operations.

The four remaining departments are Legal, Information Systems, Internal Audit and Human Resources.

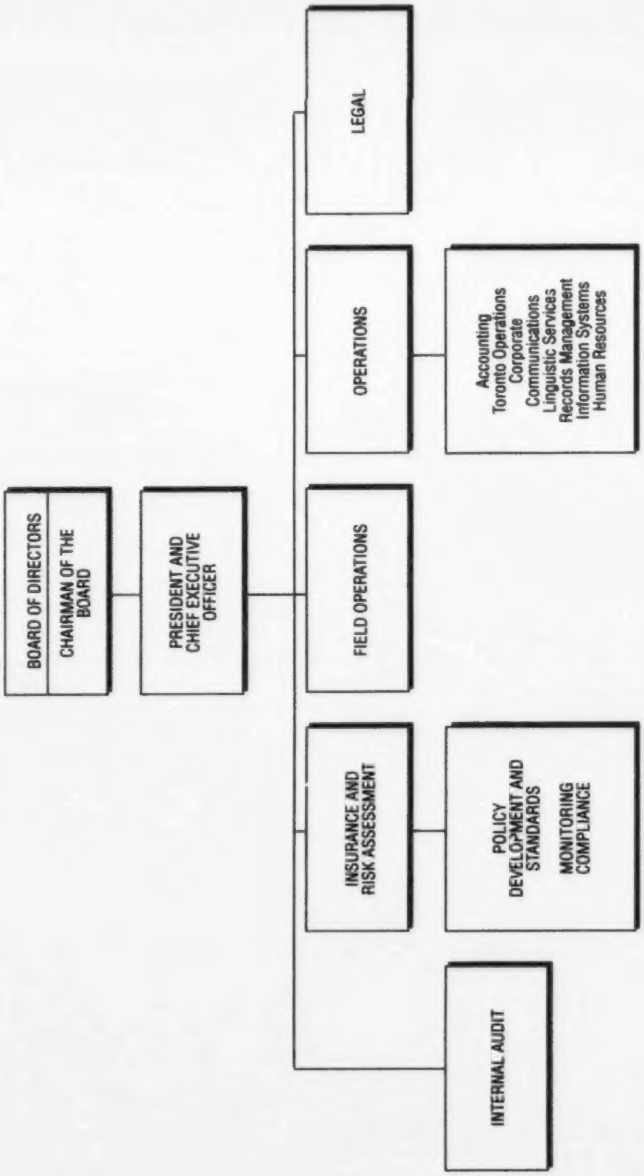
Regional Office

Toronto-Dominion Centre
IBM Tower, Suite 3408
79 Wellington Street West
P.O. Box 156
Toronto, Ontario
M5K 1H1

Statutes

Canada Deposit Insurance Corporation Act
Canada Deposit Insurance Corporation General By-Law
Investment Companies Act
Co-operative Credit Associations Act

Canada Deposit Insurance Corporation


BOARD OF DIRECTORS
CHAIRMAN OF THE BOARD
PRESIDENT AND CHIEF EXECUTIVE OFFICER
INTERNAL AUDIT
INSURANCE AND RISK ASSESSMENT
POLICY DEVELOPMENT AND STANDARDS
MONITORING COMPLIANCE
FIELD OPERATIONS
OPERATIONS
Accounting
Toronto Operations
Corporate Communications
Linguistic Services
Records Management
Information Systems
Human Resources
LEGAL

Canadian International Trade Tribunal

Head Office

365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7

General Inquiries

Tel: (613) 993-4601
Fax: (613) 998-4783

Ministers

Minister of Finance
Minister of State, Privatization and Regulatory Affairs
Minister of State (Finance)

Principal Officers

Chairperson	– John C. Coleman
Vice-Chairperson	– R.J. Bertrand, Q.C. K.E. Macmillan
Members	– M. Blouin S.A. Fraleigh C. Gracey W.R. Hines A.B. Trudeau
Executive Director of Research	– R.W. Erdmann
Secretary	– R.J. Martin
General Counsel	– L. Sabourin-Hébert, Q.C.

Historical Background

On its creation in 1988, the Canadian International Trade Tribunal (CITT) assumed the operational responsibilities for the duties of the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board, all of which were then dissolved.

Overall Responsibilities

CITT is an independent, quasi-judicial tribunal. It acts as an administrative court for appeals from Revenue Canada rulings on customs, excise and sales tax matters and injury findings in anti-dumping and countervailing duty cases.

The Tribunal also acts in an advisory capacity, with the power to conduct research, find facts and hold public hearings. It reports on a broad range of trade and economic-related matters, including:

- government- or producer-initiated import safeguard inquiries;
- complaints concerning the general preferential tariff (GPT) or CARIBCAN; and
- general inquiries into economic, commerce, trade and tariff matters as referred by the government or the Minister of Finance.

Because the work of the Tribunal has a major impact on trade and commerce, it is of special interest to importers and exporters, primary, industrial and service sectors of the economy, counsel active in trade matters and the academic community. Its work is also of interest to all departments and agencies with responsibility for competition and consumer issues and for goods and services producers.

It is of particular interest to the departments of Finance, External Affairs, Revenue Canada, Industry, Science and Technology and Energy, Mines and Resources because of the Tribunal's responsibilities in relation to the *Customs Act*, the *Customs Tariff*, the *Energy Administration Act*, the *Excise Tax Act*, the *Export and Import Permits Act* and the *Special Import Measures Act*.

Organization and Programs

The Tribunal is a court of record and has the powers, rights and privileges vested in a superior court of record. In addition to the permanent members, the Governor in Council may appoint up to five temporary members as the work load requires.

The Tribunal is supported by a Research Branch, a Legal Services Branch and a Secretariat. Although hearings are normally conducted in Ottawa, they can be held in other centres in Canada as appropriate.

Research Branch

This Branch conducts economic and financial analyses of firms, industries and other parties involved in Tribunal inquiries.

Legal Services Branch

Legal services are provided to the Tribunal by this Branch.

Secretariat

Administration, relations with the public, government departments and other governments and the court registrar functions of the Tribunal are the responsibility of the Secretariat.

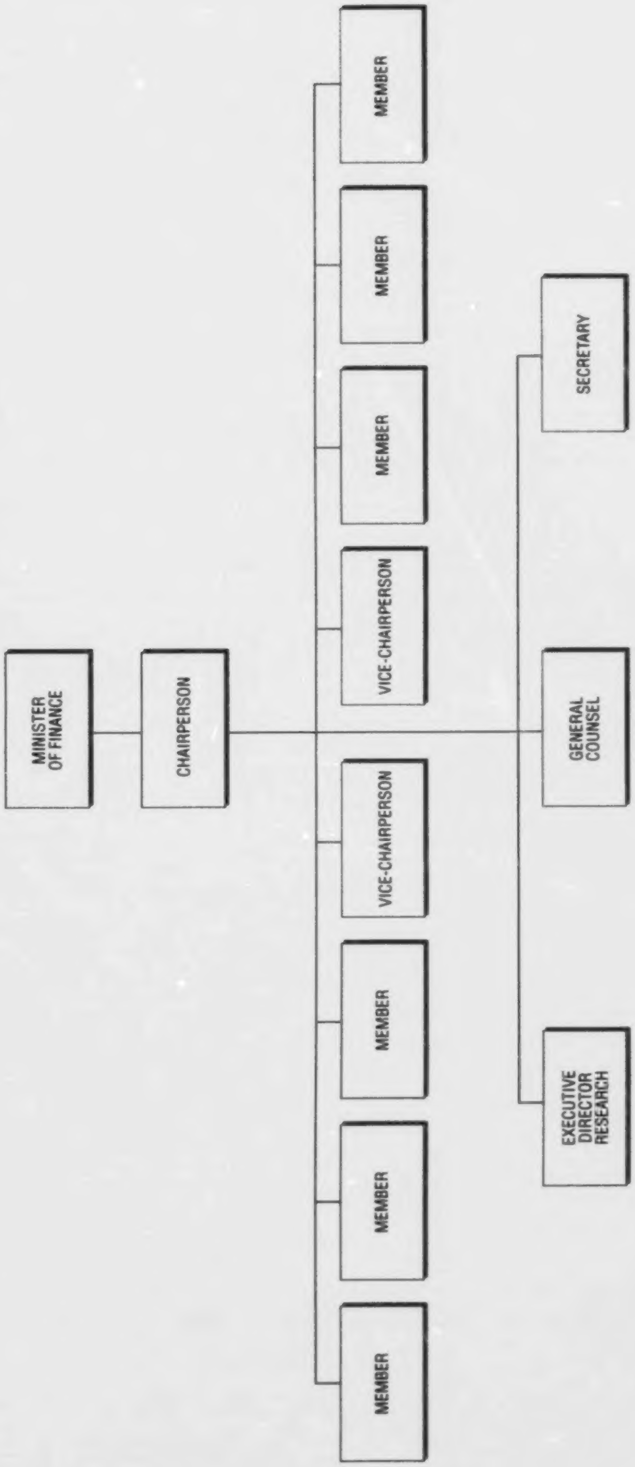
Regional Offices

None

Statutes

Canadian International Trade Tribunal Act
Canada-United States Free Trade Implementation Act
Customs Act
Excise Tax Act
Special Import Measures Act

Canadian International Trade Tribunal


MINISTER OF FINANCE
CHAIRPERSON
MEMBER
MEMBER
MEMBER
VICE-CHAIRPERSON
VICE-CHAIRPERSON
MEMBER
MEMBER
MEMBER
SECRETARY
GENERAL COUNSEL
EXECUTIVE DIRECTOR RESEARCH

Office of Privatization and Regulatory Affairs of Canada

Legal Title
Office of Privatization and Regulatory Affairs

Head Office
Heritage Place, 5th Floor
155 Queen Street
Ottawa, Ontario
K1A 1J2

General Inquiries
(613) 957-7165

Minister
Minister of Finance
Minister of State (Privatization and Regulatory Affairs)

Principal Officers

Deputy Minister	– Nancy Hughes Anthony
Assistant Deputy Minister, Regulatory Affairs	– Linda Blackwell
Head of Privatization	– Dean McLean
Director General, Corporate Services	– Claire McQuillan
Director, Policy and Communications	– John Sadler

Historical Background

The Office of Privatization and Regulatory Affairs was established in 1986 by an *Appropriations Act*. At that time, the privatization role was transferred to it from the Treasury Board.

As of June 1990, the Office has completed 18 privatization initiatives.

Overall responsibilities

Corporate holdings which do not require government ownership to fulfill their public mandate are considered for divestiture. The Office of Privatization and Regulatory Affairs manages the co-ordinated and orderly transfer of these holdings to the private sector.

Organization and Programs

Three branches manage the Office's responsibilities.

Privatization Branch

This Branch reviews all corporate holdings, including Crown corporations, to determine if they are suitable for privatization. Those which are commercially viable and do not require government ownership to fulfill a public mandate are considered for transfer to the private sector.

Preparing privatization options for consideration by the Minister and overseeing the divestiture process are also the responsibility of this Branch.

Two divisions look after the Branch's affairs. Privatization undertakes specific privatization initiatives, and Strategic Analysis develops policies and monitors the progress of privatization in other countries.

Regulatory Affairs Branch

This Branch administers the federal system for reviewing and improving regulations. The system, designed to reduce barriers to economic development and job creation, is the main vehicle for the government's "smarter regulation" policy.

The Regulatory Policy Division of the Branch is responsible for developing regulatory policy.

Corporate Services Branch

The co-ordination of policy and communications, information resource management and administrative and executive services are managed by this Branch.

There are three divisions:

- Policy and Communications develops policy and liaises with media and the public on policies and activities of the Office.
- Administration and Executive Services functions as a central point of liaison within the Department to ensure provision of services such as personnel, finance, security and purchasing. It also manages central records, executive correspondence, Cabinet document distribution and access to information and privacy.
- The Information Resource Management Division looks after informatics and EDP systems.

Regional Offices

None

Parliamentary Committees

Special Committee of Council
Joint House of Commons and Senate Standing Committee on the Scrutiny of Regulations
Senate Standing Committee on Banking, Trade and Commerce
House of Commons Standing Committee on Consumer and Corporate Affairs and Government Operations

Statutes

The Office of Privatization and Regulatory Affairs has no legislation which sets out its functions, powers and duties. However, the Minister of Finance has been designated as the appropriate Minister in respect of the *Air Canada Public Participation Act*, the *Eldorado Nuclear Limited Reorganization and Divestiture Act*, the *Canada Development Corporation Reorganization Act*, and the *Teleglobe Canada Reorganization and Divestiture Act*.

Office of the Superintendent of Financial Institutions Canada

Legal Title
Office of the Superintendent of Financial Institutions

Head Office
Kent Square, 13th Floor
255 Albert Street
Ottawa, Ontario
K1A 0H2

General Inquiries
(613) 990-7788
(613) 993-0577 (Director, Communications)

Ministers
Minister of Finance
Minister of State (Finance)

Principal Officers

Superintendent	– Michael A. Mackenzie
Deputy Superintendent, Insurance and Pensions	– Robert M. Hammond
Deputy Superintendent, Deposit-Taking Institutions	– Donald M. Macpherson
Deputy Superintendent, Regulatory Policy	– Suzanne Labarge
Senior Corporate Adviser	– Ursula Menke
Director, Communications and Public Affairs	– Nancy A. Murphy

Historical Background

In 1987, the *Financial Institutions and Deposit Insurance System Amendment Act* brought together the Department of Insurance and the Office of the Inspector General of Banks.

The Department of Insurance, originally known as the Office of the Superintendent of Insurance, had been responsible for overseeing federally licensed life insurance companies, trust and loan companies and pension plans and for providing actuarial services to the government. It had been set up near the end of the 19th century, partly in response to problems in the insurance industry.

The Office of the Inspector General of Banks, constituted as an office within the Department of Finance and responsible for regulating Canada's chartered banks, had come into being in 1925 after the Home Bank failed.

The failure of two Canadian banks in the mid-1980s and the subsequent enquiry into these failures further highlighted the need to ensure a sound approach to handling the risks associated with the financial marketplace.

Overall Responsibilities

The Superintendent of Financial Institutions regulates and supervises banks, insurance, trust, loan and investment companies, and co-operative credit associations that are chartered, licensed or registered by the federal government and federally regulated pension plans. The Office also provides actuarial reports on various government pension programs. The goal is to ensure the protection and well-being of depositors, policyholders, and pension plan members and to ensure public confidence in the safety and security of the institutions with whom they do business. The overriding concern is the ability of each federally regulated financial institution to meet all its obligations.

Organization and Programs

The Office is organized into four sectors.

Deposit-Taking Institutions Sector

This Sector, with offices in Toronto, Montreal, Vancouver, Winnipeg and Ottawa, supervises federally regulated banks, trust, loan and investment companies, and co-operative credit associations. It monitors the solvency of these institutions and their compliance with federal legislation and regulations. The Sector also carries out reviews of certain provincially chartered institutions.

The monitoring and examination functions are conducted from the Toronto office with other regional offices reporting through the Director General, Examinations, in Toronto. In Toronto the Sector is organized into three groups, one responsible for supervising Schedule I banks, one for Schedule II banks, and one for supervising trust, loan, investment companies, and co-operative credit associations. In addition, it co-ordinates system-wide reviews. Two other divisions, Registration and Investigations and Financial Analysis are located in Ottawa.

Insurance and Pensions Sector

This Sector has four major divisions: Life, Property and Casualty, Pension Benefits, and the Chief Actuary. This structure takes into account the specialized nature of pension plan supervision, the work required to provide actuarial advice and services to government, and the significant differences that exist between the segments of the insurance industry. The Insurance and Pension Sector has staff in Ottawa and Toronto and uses the services of examiners located in Montreal, Winnipeg and Vancouver.

Regulatory Policy Sector

This Sector is responsible for developing regulations, formulating policy and legislative proposals, carrying out research and reviewing complex requests from institutions in order to advise Ministers on rulings they may consider. The Sector has six divisions: Rulings, Policy and Research, Legislative Planning, Program Review, Institutional Information Reporting, and Planning and Professional Development. Regulatory Policy staff are located in Ottawa. There are three staff members in the Toronto office.

Management Services Sector

Providing program support in relation to personnel, finance, administration, systems, data validation and distribution services is the responsibility of this Sector. The Communications and Public Affairs Division is also part of Management Services.

Regional Offices

One Front Street West
Second Floor West
Toronto, Ontario
M5W 1A3
(416) 973-9280

Complexe Guy-Favreau
West Tower, Room 909
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-4836

Lakeview Square One
P.O. Box 52
155 Carlton Street, Suite 307
Winnipeg, Manitoba
R3C 3H8
(204) 983-4140

800 Burrard Street, Suite 940
Vancouver, British Columbia
V6Z 2G7
(604) 666-5335

Parliamentary Committees

House of Commons Standing Committee on Finance
Senate Standing Committee on Banking, Trade and Commerce

Statutes

Financial Institutions and Deposit Insurance System Amendment Act (OSFI Act)
Bank Act
Canadian and British Insurance Companies Act
Foreign Insurance Companies Act
Trust Companies Act
Loan Companies Act
Co-operative Credit Association Act
Investment Companies Act
Pension Benefits Standards Act, 1985
Civil Service Insurance Act
Excise Tax Act

Department of Justice Canada

Legal Title
Department of Justice

Head Office
Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8

General Inquiries
(613) 957-4222
(613) 957-4221 (Director General, Communications and Public Affairs)

Minister
Minister of Justice and Attorney General of Canada

Principal Officers

Deputy Minister	– John C. Tait
Associate Deputy Minister, Litigation	– Douglas Rutherford
Associate Deputy Minister, Civil Law	– Anne-Marie Trahan
Associate Deputy Minister, Public Law	– Mary Dawson
Senior Assistant Deputy Minister, Departmental Legal Services and Commercial and Property Law	– Reg Evans
Assistant Deputy Minister, Policy, Programs and Research	– Daniel Préfontaine
Assistant Deputy Minister, Corporate Management	– Normand LaBarre
Chairperson, Statute Revision Commission	– Mary Dawson
Director General, Communications and Public Affairs	– Dawn Nicholson-O'Brien

Historical Background

The Department of Justice was created in 1868. In 1966, the *Government Organization Act* transferred several functions from the Department of Justice to other departments. These included responsibility for the RCMP, the National Parole Board, the superintendence of penitentiaries, and investigations under the *Bankruptcy Act* and *Combines Investigation Act*.

At about the same time, lawyers employed in various federal departments and agencies were transferred to the Department of Justice, to create a centralized and consistent legal service for government. A related development was the establishment, during the 1960s and early 1970s, of regional offices throughout Canada to facilitate the Department's conduct of litigation and prosecutions.

Overall Responsibilities

The Minister of Justice and Attorney General:

- provides legal services to the Government of Canada and its departments and agencies. This includes: legal advice, conducting litigation, drafting legislation and preparing legal documents;
- plans, develops and implements all government policies related to the administration of justice; and
- ensures that the affairs of government are administered in accordance with the law.

Organization and Programs

The Department carries out its activities through six sectors.

Civil Law Sector

This Sector advises the Department on civil law matters and is responsible for federal litigation and commercial and notarial matters in Quebec. It also oversees the drafting of all federal government legislation. In addition, the Associate Deputy Minister co-ordinates all departmental activities related to international issues – and chairs the National Program for the Integration of the Two Official Languages in the Administration of Justice.

Litigation Sector

Counsel in the Litigation Sector represent the Attorney General of Canada in all litigation undertaken by or against the federal government, its departments and agencies, and in all litigation where rights of a public nature come into question.

Public Law Sector

This Sector gives advice on legal and policy issues in the public law field in areas such as constitutional, international, native, human rights and administrative law. It also advises on matters related to the judiciary and official languages. In addition, proposed regulations are examined to ensure they comply with the *Statutory Instruments Act*.

Departmental Legal Services Sector

In addition to providing in-house legal service and advice to virtually all federal departments and agencies, as well as specialized advice on property, commercial, access to information and privacy law matters, this Sector is also responsible for policy in relation to information and privacy matters.

Policy, Programs and Research Sector
This Sector plans, develops and implements government policy and research pertaining to justice. It also administers most of the Department's grants and contributions programs, which promote and maintain basic standards in the justice system and improve the delivery of justice services to the public.

Corporate Management Sector
In addition to providing administrative and management support services, this Sector develops policy, manages communications and information programs, co-ordinates other programs and activities and assists in the management of the Department's resources. It also provides legal, policy and communications support services to the Minister, Deputy Minister and departmental officials and ensures that the Department's administrative policies and management practices are in keeping with government policy and central agency directives. Substantive legal work is conducted in specialized areas.

Regional Offices

The regional offices handle much of the Department's criminal, civil and tax litigation, conducting all forms of litigation on behalf of the Attorney General of Canada, whether undertaken by or against the federal government, its departments or agencies. In addition, these offices provide legal advisory services to regional offices of other federal departments and agencies.

Royal Bank Building, 4th Floor
5161 George Street
Halifax, Nova Scotia
B3J 1M7

Guy Favreau Complex
East Tower, 9th Floor
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

1 Front Street, Suite 500
Toronto, Ontario
M5J 1A5

Centennial House
310 Broadway Avenue, Suite 301
Winnipeg, Manitoba
R3C 0S6

Churchill Building, Room 301
229 4th Avenue South
Saskatoon, Saskatchewan
S7K 4K3

Edmonton Centre
Royal Trust Tower, Room 928
Edmonton, Alberta
T5J 2Z2

Royal Centre
1055 West Georgia Street, Suite 2800
Vancouver, British Columbia
V6E 3P9

Financial Plaza, Main Floor
204 Lambert Street
Whitehorse, Yukon
Y1A 1Z4

Precambrian Building, 11th Floor
P.O. Box 8
Yellowknife, Northwest Territories
X1A 2N1

Parliamentary Committees

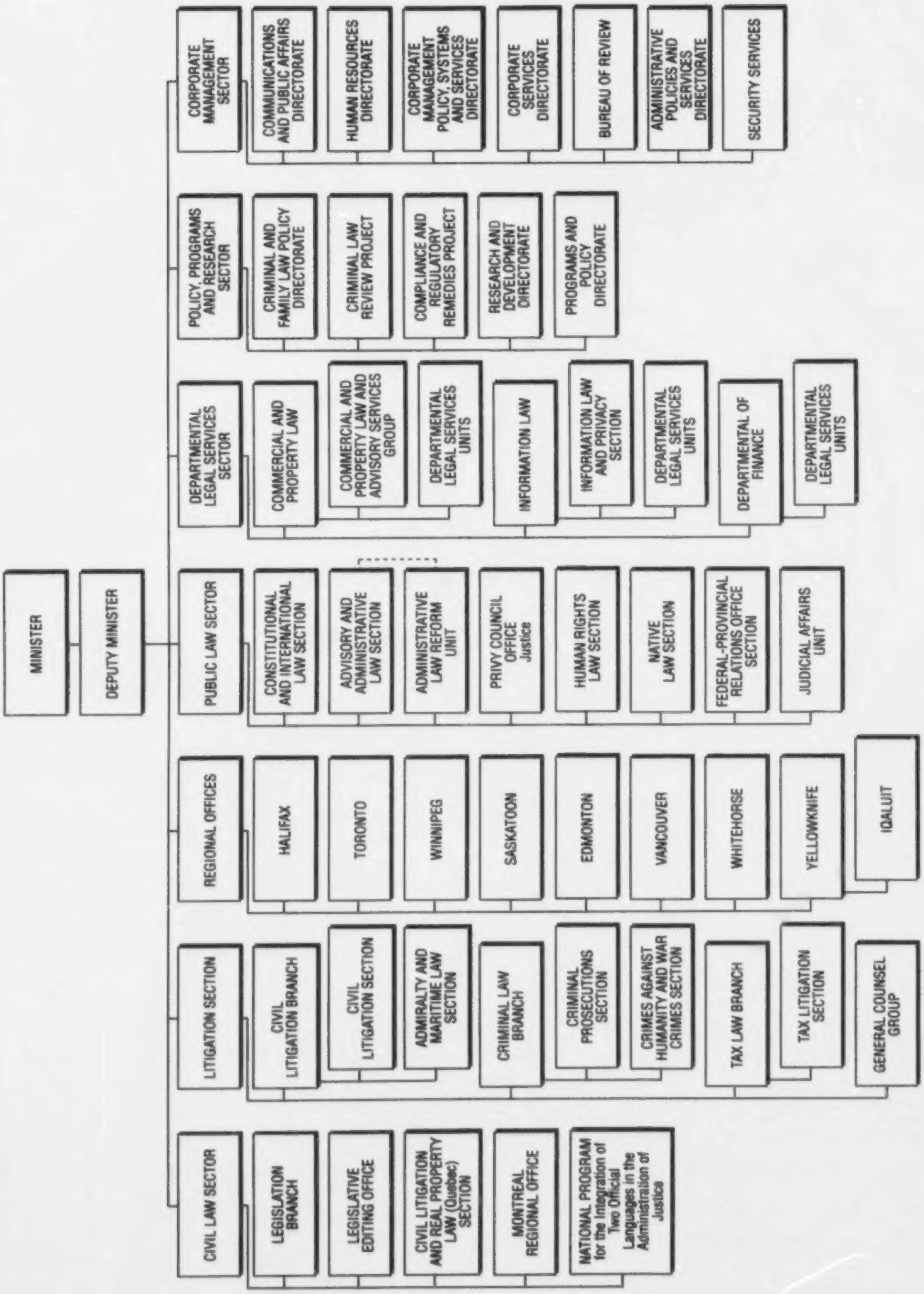
Justice and the Solicitor General
Human Rights and the Status of Disabled Persons
Senate Committee on Legal and Constitutional Affairs
Official Languages
Scrutiny of Regulations

Statutes

Access to Information Act
Annulment of Marriages (Ontario) Act
Bills of Lading Act
Canada Evidence Act
Canada Prize Act
Canada-United Kingdom Civil and Commercial Judgments Convention Act
Canadian Bill of Rights
Canadian Human Rights Act
Commercial Arbitration Act
Criminal Code
Crown Liability Act
Department of Justice Act
Divorce Act
Escheats Act
Extradition Act
Family Orders and Agreements Enforcement Assistance Act
Federal Court Act
Food and Drugs Act
Foreign Enlistment Act
Foreign Extraterritorial Measures Act
Fugitive Offenders Act
Garnishment, Attachment and Pension Diversion Act
Identification of Criminals Act
Interpretation Act
Judges Act
Law Reform Commission Act
Marriage Act
Mutual Legal Assistance in Criminal Matters Act

Narcotic Control Act
Official Languages Act
Official Secrets Act
Postal Services Interruption Relief Act
Privacy Act
Revised Statutes of Canada, 1985 Act
Security Offences Act
State Immunity Act
Statute Revision Act
Statutory Instruments Act
Supreme Court Act
Tax Court of Canada Act
Tobacco Restraint Act
United Nations Foreign Arbitral Awards Convention Act
Young Offenders Act

Department of Justice Canada


MINISTER
DEPUTY MINISTER
CIVIL LAW SECTOR
LEGISLATION BRANCH
LEGISLATIVE EDITING OFFICE
CIVIL LITIGATION AND REAL PROPERTY LAW (Quebec) SECTION
MONTREAL REGIONAL OFFICE
NATIONAL PROGRAM for the Integration of Two Official Languages in the Administration of Justice
LITIGATION SECTION
CIVIL LITIGATION BRANCH
CIVIL LITIGATION SECTION
ADMIRALTY AND MARITIME LAW SECTION
CRIMINAL LAW BRANCH
CRIMINAL PROSECUTIONS SECTION
CRIMES AGAINST HUMANITY AND WAR CRIMES SECTION
TAX LAW BRANCH
TAX LITIGATION SECTION
GENERAL COUNSEL GROUP
REGIONAL OFFICES
HALIFAX
TORONTO
WINNIPEG
SASKATOON
EDMONTON
VANCOUVER
WHITEHORSE
YELLOWKNIFE
IQALUIT
PUBLIC LAW SECTOR
CONSTITUTIONAL AND INTERNATIONAL LAW SECTION
ADVISORY AND ADMINISTRATIVE LAW SECTION
ADMINISTRATIVE LAW REFORM UNIT
PRIVY COUNCIL OFFICE Justice
HUMAN RIGHTS LAW SECTION
NATIVE LAW SECTION
FEDERAL-PROVINCIAL RELATIONS OFFICE SECTION
JUDICIAL AFFAIRS UNIT
DEPARTMENTAL LEGAL SERVICES SECTOR
COMMERCIAL AND PROPERTY LAW
COMMERCIAL AND PROPERTY LAW AND ADVISORY SERVICES GROUP
DEPARTMENTAL LEGAL SERVICES UNITS
INFORMATION LAW
INFORMATION LAW AND PRIVACY SECTION
DEPARTMENTAL LEGAL SERVICES UNITS
DEPARTMENTAL OF FINANCE
DEPARTMENTAL LEGAL SERVICES UNITS
POLICY, PROGRAMS AND RESEARCH SECTOR
CRIMINAL AND FAMILY LAW POLICY DIRECTORATE
CRIMINAL LAW REVIEW PROJECT
COMPLIANCE AND REGULATORY REMEDIES PROJECT
RESEARCH AND DEVELOPMENT DIRECTORATE
PROGRAMS AND POLICY DIRECTORATE
CORPORATE MANAGEMENT SECTOR
COMMUNICATIONS AND PUBLIC AFFAIRS DIRECTORATE
HUMAN RESOURCES DIRECTORATE
CORPORATE MANAGEMENT POLICY, SYSTEMS AND SERVICES DIRECTORATE
CORPORATE SERVICES DIRECTORATE
BUREAU OF REVIEW
ADMINISTRATIVE POLICIES AND SERVICES DIRECTORATE
SECURITY SERVICES

Federal Judicial Affairs

Legal Title
Office of the Commissioner for Federal Judicial Affairs

Head Office
110 O'Connor Street, Suite 1114
Ottawa, Ontario
K1A 1E3

Minister
Minister of Justice

Principal Officers

Commissioner and Deputy Head of Department	– Pierre Garceau
Deputy Commissioner	– Denis Guay
Executive Editor, Federal Court Reports	– William Rankin
Acting Director, Linguistic Services	– Marie St-Jean
Director General, Policy and Management Services	– André Gareau

Historical Background

The Office of the Commissioner for Federal Judicial Affairs (FJA) was created in 1978 under the *Judges Act*.

Its responsibilities had belonged to the Judges Administration Branch of the Department of Justice. However, in 1974, the government decided to put the salaries and other remuneration of judges at arm's length after the revelation of a possible conflict of interest. (The Department of Justice, which was paying salaries, also happened to be the country's biggest litigator.)

Overall Responsibilities

The Office of the Commissioner for Federal Judicial Affairs administers the payment of salaries, allowances and annuities to the judges of the Federal Court of Canada, the Tax Court of Canada and all other federally appointed judges of the superior, county and district courts of the provinces and territories.

It also provides administrative services to the Canadian Judicial Council and is responsible for the preparation of budgetary submissions of the Federal Court of Canada, the Tax Court of Canada and the Canadian Judicial Council. The Office also looks after language training for federally appointed judges, the publication of the *Federal Court Reports* and the administration of the 12 advisory committees which manage judicial appointments.

Organization and Programs

In addition to fulfilling its overall responsibilities through the Commissioner and Deputy Commissioner, the Office:

- edits and publishes the reasons for judgments of cases heard by the Federal Court of Canada, through the Federal Court Reports Unit; and
- provides interpretation, guidance, counsel and advice to the Commissioner, the federally appointed judges, the officials and staff of various departments and agencies on all matters related to Part 1 of the *Judges Act*, through the Special Advisor.

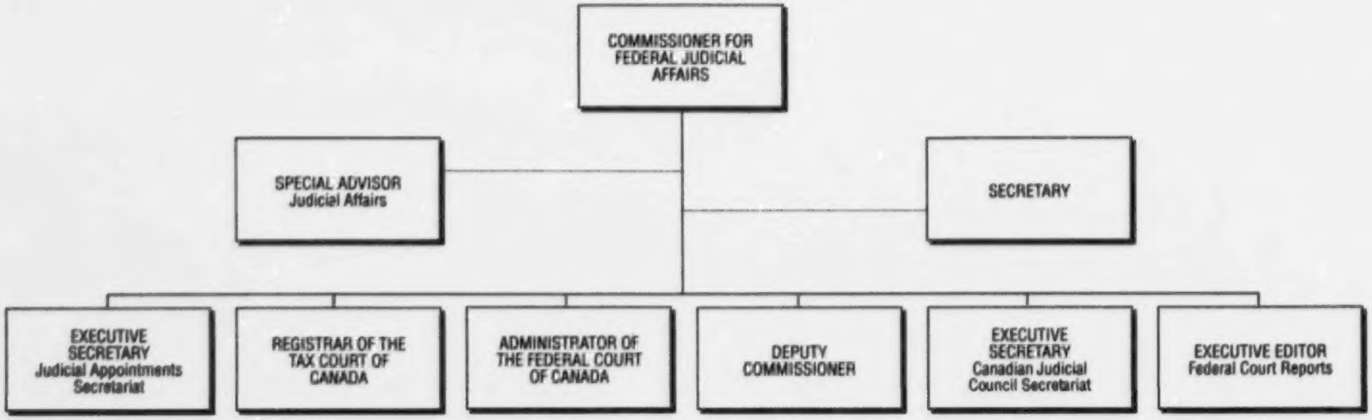
Regional Offices

None

Parliamentary Committees

Senate Standing Committee on Legal and Constitutional Affairs
House of Commons Standing Committee on Justice and the Solicitor General

Federal Judicial Affairs


COMMISSIONER FOR FEDERAL JUDICIAL AFFAIRS
SPECIAL ADVISOR Judicial Affairs
SECRETARY
EXECUTIVE SECRETARY Judicial Appointments Secretariat
REGISTRAR OF THE TAX COURT OF CANADA
ADMINISTRATOR OF THE FEDERAL COURT OF CANADA
DEPUTY COMMISSIONER
EXECUTIVE SECRETARY Canadian Judicial Council Secretariat
EXECUTIVE EDITOR Federal Court Reports

Law Reform Commission of Canada

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Minister
Minister of Justice

Principal Officers

President	– The Honourable Mr. Justice Allen M. Linden
Vice-President	– Gilles Létourneau
Commissioner	– The Honourable Madam Justice Michèle Rivet, Quebec
Commissioner	– John Frecker, Newfoundland
Secretary	– François Handfield
Director of Operations	– Robert Rochon

Historical Background

The Commission was established in 1985, under the *Law Reform Commission Act*. It is an independent body funded by parliamentary appropriations.

Overall Responsibilities

The Commission is an independent body with a broad mandate to study and review the laws of Canada on a continuing basis and to make recommendations for their improvement, modernization and reform. This includes the development of new approaches and concepts of law to meet the needs of a changing Canadian society.

In making its recommendations, the Commission systematically looks at four topics:
- criminal procedure
- substantive criminal law
- administrative law
- protection of life

Its recommendations for reform must also reflect the distinctive concepts and institutions inherent in Canadian common and civil law.

The Commission is required to meet at least six times a year. In practice, meetings take place more frequently for formulation of general policy, planning and scheduling, bugetary matters, consideration of research work and commenting on draft reviews.

Organization and Programs

The Commission's law research is carried out almost entirely by researchers working under contract. Some work full-time at the Commission's offices, either in Ottawa or Montreal, and function as the Commission's expert staff.

Current Commission activities have been divided into four research projects.

Substantive Criminal Law Project
This Project has been working, for several years, on the reform of Canada's Criminal Code. A report containing a proposed Criminal Code was tabled in Parliament in 1988.

Criminal Procedure Project
A code covering all aspects of criminal procedure from police powers to the final stages of the trial process is being drafted by this Project.

Administrative Law Project
For years, this Project has been dedicated to identifying and meeting the need for reform in the laws and procedures governing relationships between citizens and government. The Project has focussed on the operations of independent federal administrative agencies, boards, commissions and tribunals. These bodies have a wide range of powers that vary from regulating economic activity to allocating funds or other benefits to persons or organizations.

Protection of Life Project
This Project explores developments in medical law, including new reproductive technologies. It also examines new challenges in environmental law, such as contaminated lands.

The Commission communicates with the judiciary, the legal profession and the public through its publications and public meetings. It publishes study papers and working papers to encourage public and professional comment before writing final reports. The Commission also issues an annual report.

Regional Office

Place du Canada, Room 310
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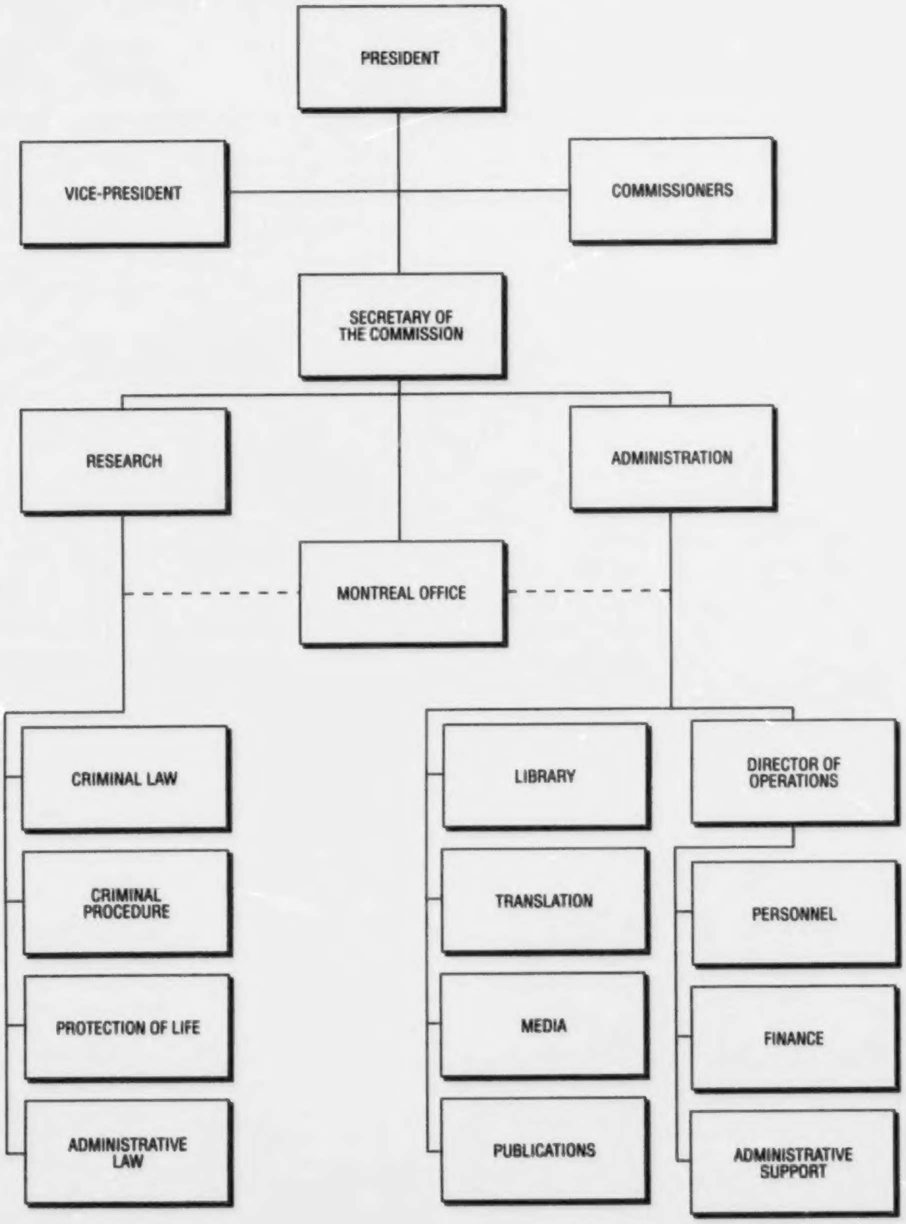
Parliamentary Committees

Justice and the Solicitor General
Human Rights and the Status of Disabled Persons
Senate Committee on Legal and Constitutional Affairs
Official Languages
Scrutiny of Regulations

Law Reform Commission of Canada


PRESIDENT
VICE-PRESIDENT
COMMISSIONERS
SECRETARY OF THE COMMISSION
RESEARCH
ADMINISTRATION
MONTREAL OFFICE
CRIMINAL LAW
CRIMINAL PROCEDURE
PROTECTION OF LIFE
ADMINISTRATIVE LAW
LIBRARY
TRANSLATION
MEDIA
PUBLICATIONS
DIRECTOR OF OPERATIONS
PERSONNEL
FINANCE
ADMINISTRATIVE SUPPORT

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Minister
Secretary of State

Principal Officers

- Under Secretary of State – Jean-T. Fournier
- Associate Under Secretary of State – Dr. Noël A. Kinsella
- Assistant Under Secretaries of State:
  - Official Languages and Translation – Alain Landry
  - Education Support – Stewart Goodings
  - Citizenship – Catherine Lane (Acting)
  - Corporate Policy and Public Affairs – Richard Clippingdale
  - Regional Operations – Georges Proulx
  - Management Practices – Robert Legros
- Director General, Communications Branch – Marion C. Brown (Acting)

Historical Background

The Department of the Secretary of State was established in 1867 as the official channel of communications between the new Dominion of Canada and the Imperial Government, It was also to be the official repository of state records.

In its early years, Secretary of State had many diverse responsibilities. These have included: the management of Indian affairs and Crown lands; immigrant settlement and naturalization; the Royal North West Mounted Police; registration of companies and unions; the Civil Service; patents and copyright; general elections; the Queen's Printer; Rupert's Land (NWT) after its purchase; the Dominion Survey; passports; and the *Canada Temperance Act*.

Between 1920 and 1960, functions were amalgamated, including citizenship registration under the 1947 *Citizenship Act*. Ceremonies, awards and translation began in 1934 and terminology was added in 1953.

Arts, culture and heritage became an important aspect of the Department in the 1960s. Also important during that period, were programs for Canadian youth, most notably the Company of Young Canadians, Opportunities for Youth and Katimavik. Women's groups, ethno-cultural groups, Native peoples, disabled persons and official language minorities also received attention from the Department in the 1960s and into the 1970s.

In the 1980s, the Department has been responsible for government advertising and federal exhibits in national and regional fairs. A new Participaction program for disabled persons commenced in 1985 as did the International Youth Year. Responsibilities for the Secretary of State have included the Status of Women and the Department of Multiculturalism. In 1983, a Minister of State (Youth) was appointed; this responsibility was transferred to Employment and Immigration in 1986.

Overall Responsibilities

The Department fosters a sense of belonging to Canada, assisting Canadians to understand and celebrate their identity, and increasing opportunities for the enjoyment of Canada's educational, social, economic, political and cultural resources.

Organization and Programs

The Department comprises four sectors. Regional Operations, Corporate Policy and Public Affairs, Personnel and Management Practices are shared services with Multiculturalism and Citizenship Canada.

Education Support

This Sector provides services in four areas.

Post-Secondary Education administers payments to the provinces under the *Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act*.

Student Assistance Program aims to make post-secondary education more accessible to full- and part-time students by guaranteeing loans authorized by the provinces and territories.

Official Languages in Education provides financial assistance to the provinces and territories for francophone communities outside Quebec to be educated in their own language. Assistance is also provided to give Canadians the opportunity to learn their second official language.

Canadian Studies Program provides grants to enhance Canadian studies through various representational and promotional activities in Canada.

Official Languages and Translation
Two program areas fulfil this Sector's mandate.

Promotion of Official Languages Program enhances the vitality of English and French minority communities by supporting and assisting their development. In addition, the Program fosters the full recognition and use of both official languages in Canadian society.

Translation, Interpretation and Terminology Services are provided for Parliament and federal departments and agencies to enable the federal government to communicate in both official languages.

Social Development (Citizenship Sector)
Four areas come under this Sector's jurisdiction.

Disabled Persons Participation Program aims to improve the status of disabled persons by providing financial and technical assistance for the activities of voluntary organizations of disabled persons.

Native Citizens Program encompasses programs for Canada's Indian, Inuit, Non-status Indian and Métis people to enable them to define and participate in the resolution of the social, cultural, political and economic issues affecting their lives.

Women's Program provides financial and technical assistance to women's groups and other voluntary organizations to promote economic equality, social justice and full access and participation for women in Canadian society.

Youth Participation administers the Open House Canada Program which provides technical and financial assistance to organizations sponsoring youth group exchanges and national fora.

Corporate Policy and Public Affairs
This Sector provides service in four areas.

State Ceremonial promotes the use and understanding of the symbols, institutions, traditions and heritage of Canada. This includes the celebration of events of national significance, royal visits, and the administration of responsibilities related to the Crown and state protocol.

Canada Day provides support to volunteer Canada Day Committees across the country and funding for local community projects in honour of Canada's birthday.

Canadian Exhibit Program looks after Canada's participation in national exhibitions and regional fairs.

Canadian Anniversaries Program assists communities, groups and organizations to celebrate anniversaries or other special occasions or achievements of significance to Canada's heritage.

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Parliamentary Committees

Cabinet Committee on Cultural Affairs and National Identity
Senate Standing Committee on Social Affairs, Science and Technology
House of Commons Standing Committee on Human Rights and the Status of Disabled Persons
House of Commons Standing Committee on Multiculturalism and Citizenship
Joint Committee on Official Languages

Statutes

An Act to provide for the recognition of the Beaver (castor canadensis) as a symbol of the sovereignty of Canada
Corrupt Practices Inquiries Act
Disfranchising Act
Dominion Controverted Elections Act
Federal-Provincial Fiscal Arrangements and Federal Post-secondary Education and Health Contributions Act
Financial Administration Act
Holidays Act
Laurier House Act
An Act to incorporate the Jules and Paul-Emile Léger Foundation
National Anthem Act
National Flag of Canada Manufacturing Standards Act
Official Languages Act
Public Service Employment Act
Social Sciences and Humanities Research Council Act
Department of State Act
Canada Student Loans Act
Translation Bureau Act

Canadian Centre for Management Development

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Touraine Campus: (819) 997-4163
(613) 992-8059 (Director General, Communications)

Minister
Minister responsible for the Canadian Centre for Management Development

Principal Officers

Principal	– John L. Manion
Deputy Principal	– Donald J. Savoie
Vice-Principal for Management Development	– Anthony E.H. Campbell
Vice-Principal for Management Issues and Seminars	– Sheila Murray
Vice-Principal for Orientation and Assessment	– Margaret Cottrell-Boyd
President, Board of Governors	– Paul M. Tellier
Members	– Peter Aucoin James Black Claude Castonguay Margaret Catley-Carlson Ian D. Clark Bevis Dewar Bud Johnston Earl Joudrie Huguette Labelle Jennifer McQueen J. Peter Meekison Gérard Veilleux
Director General of Communications	– Yvan-Paul Roy
Executive Director, Finance and Administration	– Charles E. Caron
Director, Personnel Services	– Paul Robillard
Director, Planning and Corporate Services	– Louise Durocher

Historical Background

A bill to establish the Canadian Centre for Management Development (CCMD) was introduced in June, 1989. An Order-in-Council had given the Centre departmental status in 1988, and the Treasury Board granted the authority necessary for the management and operation of the Centre, pending passage of the legislation.

Overall Responsibilities

The Canadian Centre for Management Development is dedicated to excellence in teaching and research of public sector management. It addresses the development needs of public sector executives, primarily, the 5000 senior managers of the federal public service and those with the potential to enter these ranks.

CCMD brings together senior managers from across the country to create and exchange knowledge and to learn from each other. Top-flight academics and the most effective practitioners in the public and private sectors also contribute to these sessions. Upon returning to their departments, these managers will be better equipped to deal with similar circumstances.

Organization and Programs

The Centre manages six programs and endeavours to offer courses throughout Canada.

Orientation Program

Courses in this Program convey information about government policies, the roles and responsibilities of the major players and the social, economic and technological environment. The Program aims to heighten awareness of the values and ethics of the public service.

These courses are mandatory for newly appointed senior managers, executives and assistant deputy ministers.

Management Development Program

These courses involve managers in real or simulated management situations. They grapple with problems, form strategies, recommend action and develop frameworks for approaching similar situations when they return to their departments and agencies.

Case Associate Program

The Centre has developed approximately 30 Canadian, public sector cases as learning tools. Many cases have been developed from real-life situations. They are integrated into the course curriculum and provide peer learning experience through interaction and problem solving in small groups.

Management Issues and Seminars Program
The seminars, in this Program, are designed to help participants understand how major issues and changes in management techniques, government priorities and Canadian society affect their work and effectiveness.

Research Program
Research at the Management Centre is directed toward the needs of public service managers and CCMD's teaching program. Research themes are selected after consulting senior members of the public service, representatives of the private sector, academics and CCMD staff. The Program is designed to increase and improve the knowledge about public service management issues that would not otherwise be tackled. Study results may take the form of a seminar, be published, or be integrated into the course curriculum.

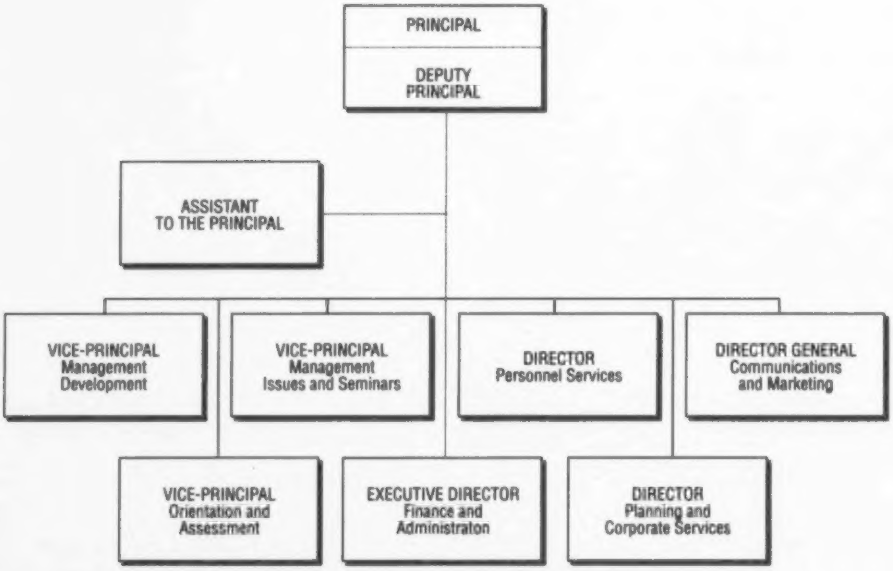
Fellowship Program
This Program is another approach to improving executive development and knowledge. It enables senior public servants to spend a year at a university and contribute through teaching or research to the improvement of knowledge about public sector management. The Program also brings senior public servants, university scholars and private sector representatives to the Centre, to teach regular courses, deliver seminars and conduct management research.

An Advanced Management Program is being designed for senior managers who have the potential to become deputy ministers.

Regional Offices

None

Canadian Centre for Management Development


PRINCIPAL
DEPUTY PRINCIPAL
ASSISTANT TO THE PRINCIPAL
VICE-PRINCIPAL Management Development
VICE-PRINCIPAL Management Issues and Seminars
DIRECTOR Personnel Services
DIRECTOR GENERAL Communications and Marketing
VICE-PRINCIPAL Orientation and Assessment
EXECUTIVE DIRECTOR Finance and Administraton
DIRECTOR Planning and Corporate Services

Multiculturalism and Citizenship Canada

Legal Title
Department of Multiculturalism and Citizenship

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(819) 997-0376 (Director General, Communications)

Minister
Minister of State for Multiculturalism and Citizenship

Principal Officers

Under Secretary of State	– Jean-T. Fournier
Associate Under Secretary of State	– Noel A. Kinsella
Assistant Under Secretaries of State:	
Multiculturalism	– Shirley Serafini
Citizenship	– Catherine Lane (Acting)
Director General, Communications	– Marion C. Brown (Acting)

Historical Background

In September 1988, the Prime Minister appointed the first-ever Minister of State for Multiculturalism and Citizenship and announced the government's intention to create a new Department of Multiculturalism and Citizenship. At the same time, an Order-in-Council was passed to establish the Department. An *Act to Establish the Department of Multiculturalism and Citizenship*, was subsequently introduced in the House of Commons in 1989.

Overall Responsibilities

The Department strengthens the solidarity of the Canadian people by enabling all Canadians to participate fully and without discrimination in defining and building the nation's future.

Organization and Programs

The Department of Multiculturalism and Citizenship comprises the Multiculturalism Sector and the Citizenship Sector.

Regional Operations, Corporate Policy and Public Affairs, Personnel and Management Practices are shared services with the Department of the Secretary of State.

Multiculturalism
This Sector provides services in five areas.

Race Relations and Cross-Cultural Understanding promotes appreciation, acceptance and implementation of racial equality and social harmony. Both institutions and community-based groups receive program support.

Heritage Cultures and Languages promotes the preservation, enhancement and sharing of cultures, languages, and the unique identities of Canada's ethnocultural communities. It supports the learning of heritage languages and Canadian ethnic studies and encourages the establishment of resource centres which reflect Canada's multicultural heritage. It also promotes literacy as well as performing and visual arts.

Community Support and Participation supports the full and equitable participation in Canadian life of individuals and communities from Canada's ethnocultural minorities. It provides support to organizations representing ethnocultural communities and to voluntary service organizations assisting first-generation Canadians to become fully active in our society.

The Multiculturalism Secretariat ensures that Canadians of all origins are treated equally by all federal institutions and that their concerns and interest are appropriately reflected in all federal government programs. The Secretariat undertakes liaison and co-ordination of activities promoting government multiculturalism policy.

The Japanese Canadian Redress Secretariat administers the comprehensive settlement between the federal government and the Japanese Canadian Community, for the internment of Japanese Canadians and other actions by the Government of Canada during and after the Second World War.

Citizenship
This Sector provides services in four areas.

Citizenship Registration and Promotion encourages the discussion of values, reinforces Canadian identity, promotes active citizenship and facilitates a sense of belonging among all Canadians and residents of

Canada. Canada's 28 citizenship courts and two application centres receive applications for citizenship and proof of citizenship.

Human Rights has four components: education and promotion, the court challenges program, co-ordination and presentation of Canada's human rights obligations to the United Nations, and preparation of Canada's human rights report to the United Nations.

Literacy works with the provinces, the private sector and voluntary organizations to develop resources to ensure that Canadians have access to the literacy skills that are the prerequisite for full participation in Canadian society.

Voluntary Action promotes and encourages voluntarism in Canada. It provides technical and financial assistance to voluntary organizations to assist with the growth and diversity of the sector and to enhance its independence.

Regional Offices

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British Columbia and Yukon
1111 West Georgia Street
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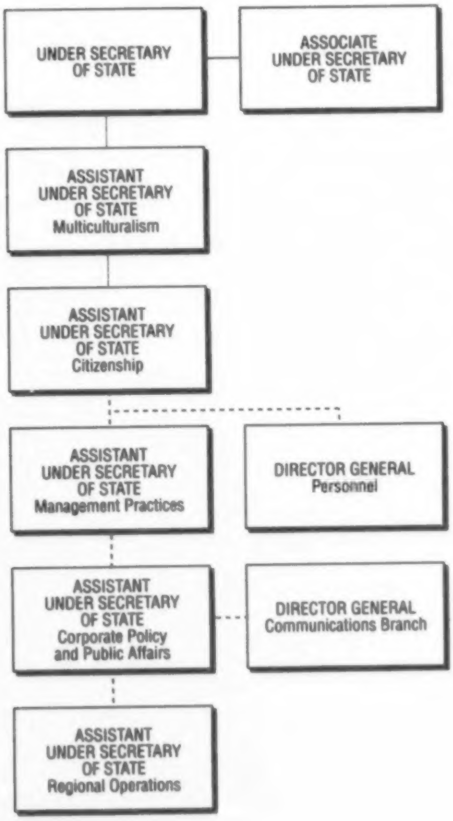
Parliamentary Committees

Cabinet Committee on Cultural Affairs and National Identity
Senate Standing Committee on Social Affairs, Science and Technology
House of Commons Standing Committee on Human Rights and the Status of Disabled Persons
House of Commons Standing Committee on Multiculturalism and Citizenship
Joint Committee on Official Languages

Statutes

Canadian Multiculturalism Act
Citizenship Act

Multiculturalism and Citizenship Canada


UNDER SECRETARY OF STATE
ASSOCIATE UNDER SECRETARY OF STATE
ASSISTANT UNDER SECRETARY OF STATE Multiculturalism
ASSISTANT UNDER SECRETARY OF STATE Citizenship
ASSISTANT UNDER SECRETARY OF STATE Management Practices
DIRECTOR GENERAL Personnel
ASSISTANT UNDER SECRETARY OF STATE Corporate Policy and Public Affairs
DIRECTOR GENERAL Communications Branch
ASSISTANT UNDER SECRETARY OF STATE Regional Operations

Social Sciences and Humanities Research Council of Canada

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Social Sciences and Humanities Research Council

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Minister
Secretary of State

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Members of the Council
President – Paule Leduc
Ottawa, Ontario
Vice-President, – John Courtney
Saskatoon,
Saskatchewan
(until September1990)

Other Members
Keith G. Banting, Kingston, Ontario
Henry B.M. Best, Sudbury, Ontario
François Duchesneau, Montreal, Quebec
Maureen Farrow, Toronto, Ontario
Michel Gervais, Quebec, Quebec
Jacques Girard, Montreal, Quebec
John F. Helliwell, Vancouver, British Columbia
Joseph Jabbra, Halifax, Nova Scotia
Teresa J. Kirschner, Burnaby, British Columbia
Geoffrey Lambert, Winnipeg, Manitoba
Frank Ledwell, Charlottetown, Prince Edward Island
Monique Lefebvre, Montreal, Quebec
David Leighton, London, Ontario
Bluma Litner, Montreal, Quebec
Joanne O'Connell, Calgary, Alberta
Gilles Paquet, Ottawa, Ontario
Owen Ricker, Regina, Saskatchewan
Shannon Ryan, St. John's, Newfoundland

Council Officers
Secretary General – Louise Dandurand
Director General, Administration Branch – Monty Doyle
Director General, Program Branch – Vacant

Historical Background

The Social Sciences and Humanities Research Council was established on 29 June 1977, by the *Canadian Government Organization (Scientific Activities) Act* – and came into being on 1 April 1978.

Role and Objectives

The Council's mandate is to promote and assist research and scholarship in the social sciences and humanities. The specific objectives are:

- to enhance the advancement of knowledge by supporting basic research in the social sciences and humanities;
- to support strategic research in fields of national importance;
- to help ensure Canada's national capacity for research and expertise in the social sciences and humanities by supporting advanced training in these disciplines;
- to facilitate communication among scholars in Canada and abroad and to promote awareness and use of SSHRC-funded results within the academic community, the public and private sectors and the general public.

Organization and Programs

The Council is governed by 22 members, including the President. In choosing the Council members, the government tries to strike a balance between the requirements of researchers and the public interest, as well as between the university community and society in general. Their mandate in principle is three years, with a one-third replacement ratio every year.

The Council's programs include:

Research Grants
- Funds are available to individuals or groups of researchers to encourage the production and dissemination of research in the social sciences and humanities.

Strategic Grants
- Support is offered to foster multidisciplinary approaches by groups of researchers for research on specific social and cultural issues or themes of interest to Canada. There currently are five themes.

Applied Ethics: to encourage research and analysis of values and ethical criteria and their practical application to vital human decisions. Areas of special interest under this theme will be bio-medical ethics, business and professional ethics, and environmental ethics.

Managing the Global Competitiveness: to encourage research on how Canadian managers can respond to the challenge of operating in a global context.

Science and Technology Policy in Canada: to encourage research aimed at improving both the process and the substance of science and technology policy in Canada.

Women and Work: to encourage research aimed at enhancing the participation of women in Canadian society, and to increase the awareness and appreciation of the role and contributions of women.

Education and Work in a Changing Society: to encourage research on the relationship between education and work in our changing society.

Under each theme, three categories of funding are available.

Strategic Research Networks: to bring together and sustain multidisciplinary networks of researchers engaged in collaborative research activities. A network should involve at least five researchers in three institutions which are not formally affiliated.

Strategic Research Workshops: to support research workshops that provide a forum for the dissemination of research results, the examination of specific research topics, the delineation of research questions and needs, or the elaboration of methodologies.

Strategic Partnership Development Grants: allow groups of researchers to seek out and formalize links with potential partners. These grants will permit the researchers to arrange meetings with potential partners and to defray costs of initial collaborative activities.

Canadian Studies Research Tools

- To further the development of Canadian studies primary and secondary, print and non-print, documentary materials of importance for advanced research in Canadian studies are made available.

Research Communication and International Relations

- Grants are offered for disseminating research results (domestically and abroad) and for strengthening research infrastructure.

Dissemination:

- Aid to Learned Journals to support the production of individual, high-quality Canadian scholarly journals;
- Aid and Attendance Grants to Scholarly Associations to assist in the maintenance of a network of high-quality Canadian associations in the social sciences and humanities by supporting their administrative operations as well as attendance at their annual general meetings;
- Aid to Occasional Scholarly Conferences in Canada to encourage and facilitate the communication of research among Canadian scholars, through conferences, workshops, symposia and colloquia held in Canada;
- Aid to International Congresses in Canada to provide assistance to Canadian scholars organizing periodic congresses in Canada of major international scholarly associations;
- Travel Grants for International Representation to assist Canadian scholars who hold office in international scholarly organizations in the social sciences and humanities to attend business meetings of these organizations; and
- Other Funding includes Aid to Scholarly Publications assists the publication of works of advanced scholarship which make an important contribution to the advancement of knowledge.

Research Infrastructure:

- Canadian Research Institutes Abroad
  To facilitate the work of Canadian researchers in foreign countries, grants are available to help defray general administrative expenses of Canadian institutes abroad which directly assist these scholars.

- Support to Specialized Collections
  Grants are available to increase the research capacity of Canadian universities through the strengthening of specialized research collections in the humanities and social sciences in Canadian university libraries, either from a national or regional perspective.

Fleeting Opportunities Grants are available to help university libraries to acquire specialized material which suddenly appears on the market and offers an unforseen chance to purchase highly desirable items for which no library funds have been budgeted.

- Aid to Small Universities provides grants to encourage the focussed development of research capacity in Canada's small universities.

- General Research Grants are available to help universities to create and maintain a solid base of research and to fund modest research-oriented activities.

Fellowships

- Doctoral Fellowships are available to Canadian citizens or permanent residents of Canada to pursue studies at the doctoral level in one of the social sciences or humanities.

- Postdoctoral Fellowships are available to Canadian citizens holding a doctoral degree in one of the social sciences or humanities. Candidates must demonstrate high academic achievement in doctoral studies and skill at research, and propose a significant and feasible program of postdoctoral research.

- Special Awards include:
  The Queen's Fellowships, offered to two or three outstanding successful doctoral fellowship candidates who intend to enter a doctoral program in Canadian studies at a Canadian university.

  Canadian Law Scholarship Foundation/SSHRC Legal Research Scholarship, offered by the Canadian Law Scholarship Foundation to an outstanding law studies candidate supported by an SSHRC doctoral fellowship.

  Doctoral Fellowships in Management Studies, makes funds available for additional fellowships in management and administrative studies.

- NSERC/SSHRC Master's Scholarships in Science Policy are available to Canadian citizens to undertake science policy studies at the master's level.

- The Thérèse F.-Casgrain Fellowship for Research on Women and Social Change in Canada is available to Canadian citizens to encourage research on any subject which falls within the broadly defined area of women and social change in Canada.

- Canada Research Fellowships are available to Canadian citizens holding a doctoral degree in one of the social sciences or humanities. Nominations must be submitted by a Canadian university.

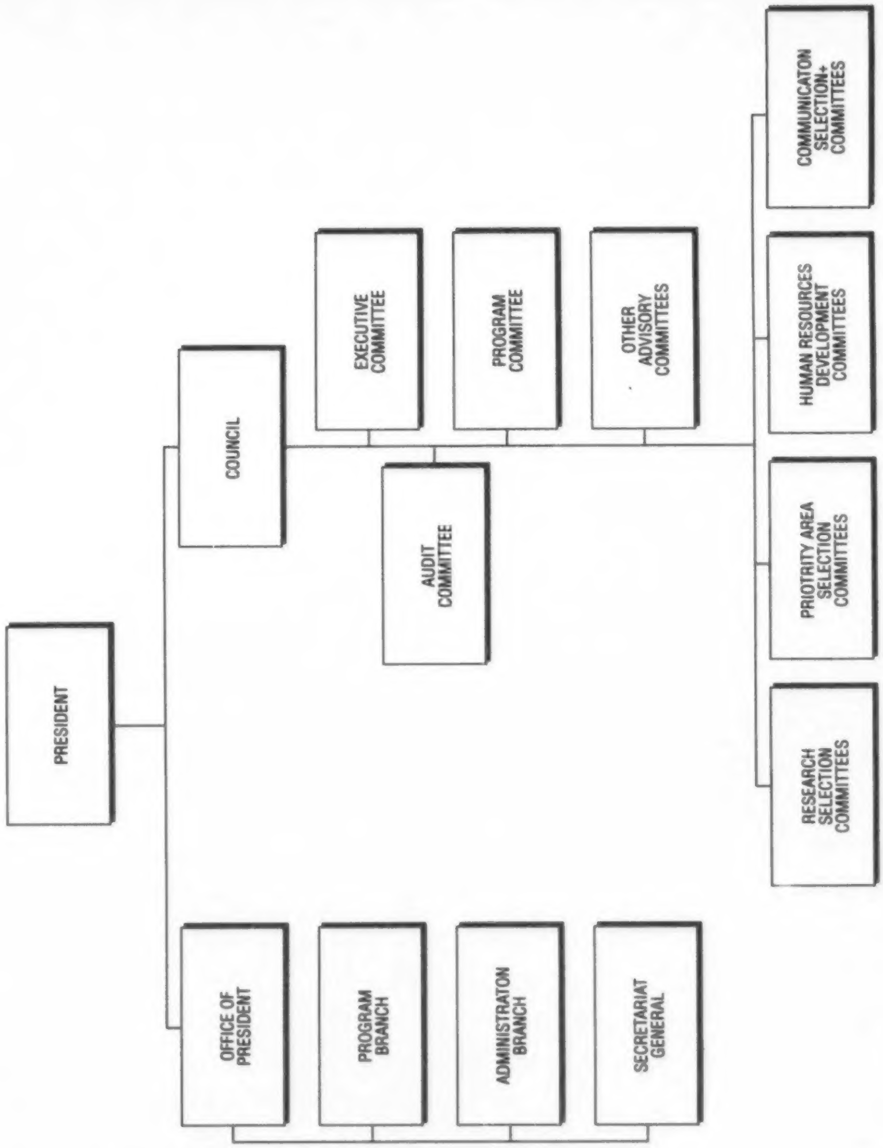
Regional Offices

None

Parliamentary Committee

Standing Committee on Miscellaneous Estimates

Social Sciences and Humanities Research Council of Canada


PRESIDENT
COUNCIL
EXECUTIVE COMMITTEE
PROGRAM COMMITTEE
OTHER ADVISORY COMMITTEES
AUDIT COMMITTEE
COMMUNICATON SELECTION+ COMMITTEES
HUMAN RESOURCES DEVELOPMENT COMMITTEES
PRIOTRITY AREA SELECTION COMMITTEES
RESEARCH SELECTION COMMITTEES
OFFICE OF PRESIDENT
PROGRAM BRANCH
ADMINISTRATON BRANCH
SECRETARIAT GENERAL

Elections Canada

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Minister
The Chief Electoral Officer is responsible directly to the House of Commons through the Speaker.

Principal Officers

Chief Electoral Officer	– Jean-Pierre Kingsley
Assistant Chief Electoral Officer	– Ronald A. Gould
Commissioner of Canada Elections	– George M. Allen
General Counsel	– Yvon Tarte
Director, Communications	– Christine Jackson

Historical Background

The position of Chief Electoral Officer was established, in 1920, by the *Dominion Elections Act*. Substantial changes were made to the process in 1970, and the Act became known as the *Canada Elections Act*. Major additional responsibilities were added in 1974 with the adoption of the *Election Expenses Act*, which is now incorporated in the *Canada Elections Act*.

Overall Responsibilities

Elections Canada provides general direction and supervision over the administrative conduct of elections. It:

- trains federal and territorial returning officers;
- revises polling division boundaries;
- acquires election material and supplies for transmission to returning officers;
- issues directives and guidelines to candidates and political parties;
- enforces all provisions of the *Canada Elections Act*;
- makes statutory payments to election officers, auditors, political parties and official agents where authorized by the Act; and
- reports to Parliament.

Every ten years, the Chief Electoral Officer calculates the number of members of the House of Commons to be assigned to each of the provinces. The Officer then provides eleven electoral boundaries commissions with the necessary statistics, maps, documentation and technical, administrative and financial competence to discharge their mandate.

A recent development has been in the area of international elections. Elections Canada continues to be involved in direct assistance (through CIDA), providing technical advice, sending election observers and supervisors and briefing foreign delegations.

Organization and Programs

Commissioner of Canada Elections
The Commissioner ensures compliance and enforcement of all provisions of the *Canada Elections Act*.

Director of Operations
In addition to preparing, conducting and reporting general elections, by-elections and Northwest Territories elections, this Director co-ordinates the activities of the electoral boundaries commissions.

Director of Election Financing
This Director looks after the financial management of the organization and makes sure all statutory and financial requirements of the *Canada Elections Act* and *Northwest Territories Elections Act* are satisfied.

Director of Administration and Human Resources
As well as providing all administrative personnel, purchasing and records management, this Director looks after training and computer services.

Director of Communications
Developing and implementing programs and activities to increase public awareness of the electoral system and the role of Elections Canada is the responsibility of this Director. Informing electors about their democratic rights, guaranteed under the Charter of Rights and Freedoms, and how they may exercise those rights is also this Director's mandate.

Activities include: advertising, public, community and media relations, publications and the operation of an inquiries service.

Executive Director-General Counsel
This Director provides legal services to the Chief Electoral Officer and other senior staff. The Director also acts as Privacy Co-ordinator, Conflict of Interest Co-ordinator and Executive Director to the Commissioner.

Regional Offices

None
At election time, an office is set up by the returning officer in each of the 295 electoral districts.

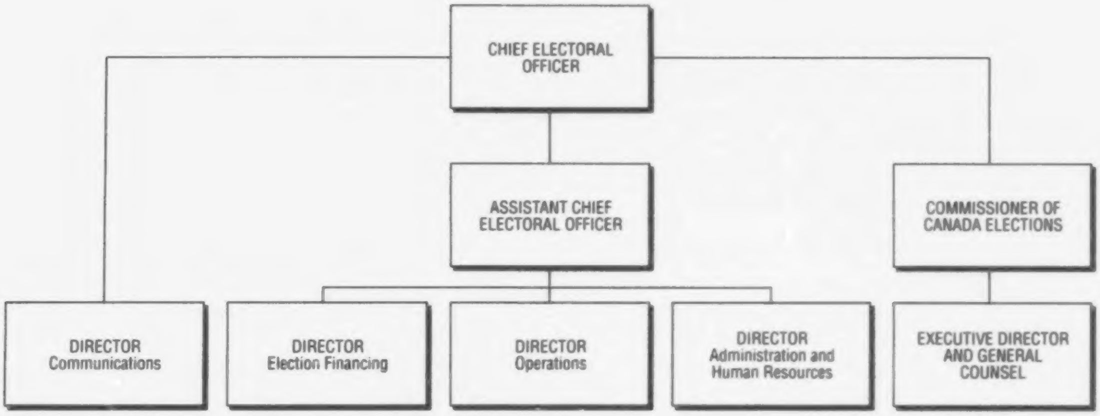
Parliamentary Committees

House of Commons' Standing Committee on Privileges and Elections

Statutes

Canada Elections Act
Electoral Boundaries Readjustment Act
Elections Act of the Northwest Territories

Elections Canada


CHIEF ELECTORAL OFFICER
ASSISTANT CHIEF ELECTORAL OFFICER
COMMISSIONER OF CANADA ELECTIONS
DIRECTOR Communications
DIRECTOR Election Financing
DIRECTOR Operations
DIRECTOR Administration and Human Resources
EXECUTIVE DIRECTOR AND GENERAL COUNSEL

Employment and Immigration Canada

Legal Title
Department of Employment and Immigration and
Canada Employment and Immigration Commission

Head Office
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

General Inquiries
(819) 994-6313 – Public Inquiries Centre

Ministers
Minister of Employment and Immigration
Minister of State (Employment and Immigration)
Minister of State (Youth)

Principal Officers
Chairman, Deputy Minister – Arthur Kroeger
Vice-Chairman, Associate Deputy Minister – Nick Mulder
Commissioners
Workers – Fernand Boudreau
Employers – Peter Doyle
Executive Heads
Department of Employment and Immigration
Strategic Policy and Planning – Barry Carin
Youth Affairs – Barry Carin
Public Affairs – Robert Land
Canada Employment and Immigration Commission
Finance and Administration – Hy Braiter
Personnel – Martha Hynna
Employment – Michèle S. Jean
Immigration Policy – André Juneau
Immigration Operations – Terry Sheehan
Insurance – Ken Wyman
Adjudication – Jennifer Benimadhu
Systems and Procedures – Bernie Dertinger
Corporate Secretary – Susan Carter

Historical Background

In 1977, the *Employment and Immigration Reorganization Act* established Employment and Immigration Canada (EIC), which is made up of the Canada Employment and Immigration Commission (CEIC) and the Department of Employment and Immigration. The new department was the result of the integration of the former Department of Manpower and Immigration with the Unemployment Insurance Commission.

Overall Responsibilities

The Commission is responsible for all employment, unemployment insurance and immigration programs in Canada.

Several groups make up the national headquarters of the Canada Employment and Immigration Commission: Insurance, Immigration (Policy and Operations), Employment and Adjudication are concerned with direct service to the public. Personnel, Finance and Administration and Systems and Procedures provide professional, technical and administrative support services. The Department of Employment and Immigration is responsible for public affairs, strategic policy and planning, and youth affairs.

Organization and Programs

Corporate Secretariat

This Group supports the work of EIC's executive management and co-ordinates a wide range of corporate activities which affect all parts of EIC. It consists of five directorates:

- Information and Correspondence Management
- Public Rights and Administration
- Briefing Cabinet and Parliamentary Affairs
- Executive Services and
- Stakeholder and Intergovernmental Relations

The Department of Employment and Immigration

Strategic Policy and Planning

This Group is responsible for research and policy analyses to ensure that labour market and income-related policies and programs are developed and implemented in harmony with national economic and social goals. There are five sections: Program Evaluation, Planning, Policy and Program Analysis, Labour Market Outlook and Structural Analysis, and Innovations.

Public Affairs

This Branch ensures the accurate and timely flow of information from EIC to the public. This involves informing the public about unemployment insurance, training and employment programs, immigration and a range of other EIC policies, programs and services. In addition, it provides internal communications support to help EIC function more effectively. Staff work out of the 10 regional headquarters across the country and the five public affairs directorates at national headquarters (Corporate Affairs, Labour Market Development and Employment Services Information, Unemployment Insurance, Immigration and Information Services).

Youth Affairs
This organizational component of EIC supports the Minister of State for Youth (MSY) by analysing federal economic, social and cultural policies and programs to determine the policy positions and specific programs available to youth. It also identifies gaps and recommends various options to deal with problems.

Canada Employment and Immigration Commission

Finance and Administration
Financial Services provides cost-effective financial support to programs and operations management. It also ensures that EIC's assets, liabilities, revenues and expenditures are controlled and managed. This is accomplished by providing relevant and reliable financial management information advice and analysis, and by ensuring the effective development, implementation and maintenance or financial policies, systems, procedures and control mechanisms.

Services Administration provides essential administrative services in the areas of facilities, materiel, telecommunications and recorded information to support EIC programs and services. It also promotes efficient administrative practices through advice, guidance and training, and maintains policies and procedures to ensure effective administrative management.

The Emergency Preparedness and Security Directorate (EPS) plans, develops, organizes and maintains a comprehensive departmental emergency preparedness program in co-operation with Emergency Preparedness Canada, as well as a security program in co-operation with Treasury Board. In event of a disaster, EPS's main function is to help communities in matters relating to human resources. Security plays a major role in ensuring that employees, clients and assets are properly protected.

The Internal Audit Bureau (IAB) independently reviews and appraises all EIC operations to advise the Deputy Minister/Chairperson and senior management on the efficiency, effectiveness and economy of management policies, practices and controls.

Library Services provides necessary support for all functions of EIC.

Employment Group
This Group is responsible for the efficient functioning of the Canadian labour market. It matches job opportunities with available qualified workers and ensures that employers can get the skilled workers they need in a timely and effective manner. It also encourages human resource planning by the private sector, helping enterprises and individuals in adjusting to changing labour market conditions. The Group has been restructured to focus on a continuum of programs and services that will provide clients with the best quality of service possible. It consists of six branches.

Employment Policies Branch designs and develops program policies and criteria and determines client benefits and program outcomes expected of individual programs and services. It also develops negotiation positions and supports senior management in negotiation processes.

Employment Operations Branch develops operational guidelines and procedures for the implementation of programs and services. It provides a focal point for advice and guidance to regions on the delivery of programs and services through Canada Employment Centres (CECs) and on initial allocations of resources at the field level. At the national level, it manages the redeployment of specific program funds and develops operational performance measures and standards. The Branch also analyses the extent to which operational goals and objectives are being met.

Labour Market Services, in conjunction with other branches, influences industry at the national level, to adopt human resource planning as a business practice. It develops programs and services for employer clients on a sector or firm basis. It also develops and manages specific adjustment programs assigned to the Branch, while providing labour market intelligence gained through employer contacts in the normal course of business.

Employment Equity manages and implements the *Employment Equity Act* and the Federal Contractors Program, and monitors employer compliance. It gathers and disseminates information and intelligence regarding the needs of designated groups. This information, in turn, supports the development of EIC programs and services.

Occupational and Career Information Branch develops systems for analysis, classification and provision of occupational information and develops career information to support EIC services.

Planning and Group Services manages the planning and accountability process while co-ordinating the performance measurement and the management information systems for the Employment Group. It also provides briefing and correspondence services for the Group.

Insurance Group
Responsibility for the development and implementation of policies and programs for income maintenance benefits is shared by four branches.

Insurance Policy Branch develops legislative proposals, policies and programs to govern entitlement to unemployment insurance benefits and to assess eligibility for premium reductions. The Branch is also responsible for the administration of the appeals system as provided for by the *Unemployment Insurance Act* and regulations. The Branch comprises three directorates: Benefit Entitlement, Policy and Legislation Development, and Appeals.

Insurance Services Branch provides operational support to all levels of Commission offices for the implementation of benefit programs and the development of monitoring systems. Functional direction is provided for program delivery procedures and direct operational support to claimant benefit services. In addition, the Branch maintains national operational monitoring, quality monitoring and activity analysis programs to improve quality and speed of service, and assists in operational planning and priority setting. It is composed of four sections: Insurance Program Services, Insurance Management Services, Comprehensive Tracking Systems and Medical Advisory Services.

Control Branch is responsible for the development of policies and programs to prevent, deter and detect abuse and fraud in all payment programs.

Actuarial Services Branch provides professional actuarial services (primarily to the Insurance Group and to the Commission, but also to other branches, groups and departments) on matters dealing with the Unemployment Insurance Program as well as with operational, special research and policy activities pertaining to the Government Annuities Program.

Personnel Services
This Group focusses on maintaining the departmental goal of improved quality of service. This includes the development of leadership skills, enhanced client services and the increased effectiveness of personnel processes.

The Group consists of 10 regional offices and these headquarters functional units:

- Corporate Services
- Human Resources Development and Planning Directorate
- Operations and
- Headquarters Personnel Services

Systems and Procedures
Staff at corporate headquarters and regional computer centres support the delivery of EIC programs through this Group. The four sections within the Group (Benefit Pay and CJS systems, Information Systems, Computer Operations and Planning and Control) are also responsible for informatics and technological advances within EIC, supporting some 1400 points of service delivery and nearly 50 million Unemployment Insurance and Canadian Jobs Strategy cheques each year valued at more than $12 billion.

Immigration Operations
EIC carries out activities in this area through five sections.

The Enforcement Branch develops procedures, directives and operational guidelines based on established policy dealing with the enforcement of the *Immigration Act*. It also provides a monitoring framework to ensure consistency within field operations regarding enforcement of the Act.

The Case Management Branch is responsible for developing options and strategies for managing complex or contentious cases and for determining the Commission's stance on representations made to the Minister. It further supports the executive analysis of case decisions leading to policy and procedural changes in the Immigration Program at the national headquarters level and in offices in Canada and abroad.

The Settlement Directorate develops, manages and monitors programs delivered by Canada Employment Centres, the regions and Canada Immigration Centres, including the Transportation Loan Fund, language training funding and the Host Program.

Immigrant and Visitor Programs Directorate is responsible for developing procedures, directives and guidelines based on established policy regarding the admission and control of immigrants and visitors to Canada. It also monitors and assesses the efficiency of these instruments and provides functional direction and operational advice.

Support Services provides services necessary to support the Immigration field delivery network and co-ordinates all required assistance from the corporate entities of CEIC.

Immigration Policy
Two directorates and two branches manage EIC's mandate in this area.

The Strategic Planning and Research Directorate researches and analyses policies and programs to support the implementation and enforcement of the strategic directions for long-term immigration policies and programs to meet Canada's social, economic and humanitarian goals.

The Policy and Program Development Branch develops programs and regulations for the selection and admission of permanent and temporary immigrants and refugees.

The Refugee Affairs Branch is responsible for developing effective policies, programs and regulations to deal fairly with refugees, humanitarian immigrants and in-Canada refugee claimants. This involves maintaining a thorough understanding of the complex arena of refugee affairs globally and providing Canada with effective and high-profile representation in this arena.

The Federal-Provincial Relations Directorate plans, negotiates and manages immigration agreements and issues with the Canadian provinces. It focusses on the sharing of information and follows trends and developments in federal-provincial political arrangements with respect to immigration.

Regional Addresses

There are over 400 Canada Employment Centres across the country, and Canada Immigration Centres are located at most ports of entry. The activities of these offices are co-ordinated through 10 regional offices.

Newfoundland Region
167 Kenmount Road, 2nd Floor
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4
(709) 772-5331

Prince Edward Island Region
85 Fitzroy Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1
(902) 566-7651

Nova Scotia Region
Metropolitan Place
99 Wyse Road
P.O. Box 1350
Dartmouth, Nova Scotia
B2Y 4B9
(902) 426-2988

New Brunswick Region
615 Prospect Street West
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6
(506) 452-3710

Quebec Region
St. Urbain Street, 6th Floor
Montreal, Quebec
H3C 3L4
(514) 283-3964

Ontario Region
4900 Yonge Street, 9th Floor
Suite 700
Willowdale, Ontario
M2N 6A8
(416) 224-4500

Manitoba Region
Paris Building, Room 500
259 Portage Avenue
Winnipeg, Manitoba
R3B 3L4
(204) 983-2231

Saskatchewan
Financial Building, Room 400
2101 Scarth Street
Regina, Saskatchewan
S4P 2H9
(306) 780-6255

Alberta Region
Canada Place, Suite 1440
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C1
(403) 495-2424

British Columbia Region
Royal Centre, 8th Floor
1055 West Georgia Street
P.O. Box 1145
Vancouver, British Columbia
V6E 2P8
(604) 666-2282

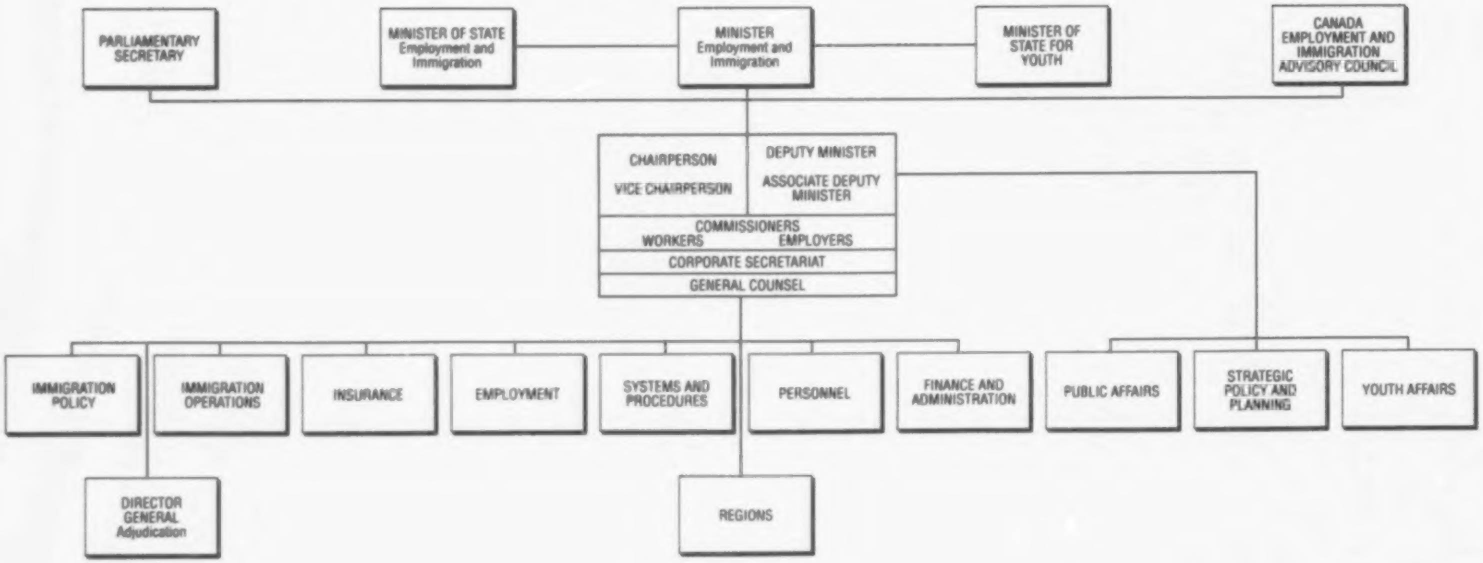
Parliamentary Committee

Standing Committee on Labour, Employment and Immigration

Statutes

Unemployment Insurance Act
Employment and Immigration Department and Commission Act
National Training Act
Reinstatement in Civil Employment Act
Immigration Act
Government Annuities Act
Government Annuities Improvement Act
Labour Adjustment Benefits Act
Employment Equity Act

Employment and Immigration Canada


PARLIAMENTARY SECRETARY
MINISTER OF STATE Employment and Immigration
MINISTER Employment and Immigration
MINISTER OF STATE FOR YOUTH
CANADA EMPLOYMENT AND IMMIGRATION ADVISORY COUNCIL
CHAIRPERSON
VICE CHAIRPERSON
DEPUTY MINISTER
ASSOCIATE DEPUTY MINISTER
COMMISSIONERS
WORKERS
EMPLOYERS
CORPORATE SECRETARIAT
GENERAL COUNSEL
IMMIGRATION POLICY
IMMIGRATION OPERATIONS
INSURANCE
EMPLOYMENT
SYSTEMS AND PROCEDURES
PERSONNEL
FINANCE AND ADMINISTRATION
PUBLIC AFFAIRS
STRATEGIC POLICY AND PLANNING
YOUTH AFFAIRS
DIRECTOR GENERAL Adjudication
REGIONS

Canadian Advisory Council on the Status of Women

Head Office
110 O'Connor Street, 9th Floor
P.O. Box 1541, Station B
Ottawa, Ontario
K1P 5R5

General Inquiries
Tel: (613) 992-4975
Fax: (613) 992-1715

Minister
Minister responsible for the Status of Women

Principal Officers

The Canadian Advisory Council on the Status of Women (CACSW) is composed of a maximum of 30 members appointed by the federal Cabinet, through orders-in-council, for a term of three years. Twenty-seven part-time members are appointed to represent the regional, cultural, occupational and ethnic diversity of Canada as well as both official languages. The Council has three full-time members, the president and two vice-presidents who represent the eastern and western regions of the country. The CACSW Executive Committee includes the president, the two vice-presidents and two other members (one anglophone, one francophone) elected by the Council for a one-year term.

Council Members (full-time)
President – Glenda P. Simms
Vice-President
(Western Region) – Sylvia Farrant
Vice-President
(Eastern Region) – Ginette Busque
Council Members (part-time)
Eileen Best, Prince Edward Island
Alice Brown, Alberta
Pat Duncan, Yukon
Penny Fancy, Saskatchewan
Kenneth Fisher, Ontario
Dyanne Gibson, Ontario
Thorine Elizabeth Goodall, British Columbia
Lyse Hubert Bennett, Quebec
Lynne Kennedy, British Columbia
Lorraine Leduc, Quebec
Norma Logan, New Brunswick
Thérèse Martin, New Brunswick
Micheline Pépin, Quebec
Jane Pepino, Ontario
Marie Daurice Perron, Manitoba
Cécile Rémillard-Beaudry, Manitoba
Agnes Richard, Newfoundland
Joyce Mae Robart, Nova Scotia

Historical Background

In its report tabled on 7 December 1970, the Royal Commission on the Status of Women recommended the creation of a federal Status of Women Council. In 1973, the Canadian Advisory Council on the Status of Women was established as an independent organization and granted legal status.

The Council is a federally funded agency operating at arm's length from the government, maintaining a voice within Parliament while retaining its right to publish without ministerial consent.

Overall Responsibilities

The CACSW mandate is twofold:
- to bring before the government and the public matters of interest and concern to women; and
- to advise the Minister on matters relating to the status of women whether referred by the Minister or suggested by the Council.

The function of the Council is to represent as fully as possible the concerns, values and aspirations of all women in Canada. Council members ensure a continuing liaison with women's organizations in their provinces or territories, maintain the CACSW research agenda, and formulate and adopt Council recommendations on a wide range of issues aimed at improving the status of women.

Organization and Programs

Both members and employees of the Council are responsible for the work of the Council. Members (both full- and part-time) set policy and plan the work of the Council; employees implement these policies and plans.

The President is the chief executive officer and official spokesperson with responsibility and final authority for all decisions relating to operational policy and Council activities. Vice-presidents are the principal assistants to the President.

President's Office

The President's Office directs and co-ordinates all Council activities. It also works with community and women's groups across the country and, in conjuction with the Public Affairs and Research departments, with other special target groups. The President plays a crucial role in addressing issues of concern to women by holding interviews with the media, conducting briefings with parliamentarians and decision-makers, and participating in conferences, workshops and meetings throughout Canada.

Research Department

This Department addresses major economic, social and legal issues affecting the lives of women in Canada. Priorities and terms of reference, which are determined by Council members, are examined by staff research analysts, and research findings are shared with women's groups, decision-makers and specific constituencies, through Council publications, recommendations and presentations to government.

Research produced by this Department forms the basis of all Council analyses and recommendations. The Department also monitors and evaluates the effectiveness of major government policies and programs affecting women, often providing analysis in response to urgent requests.

Communications Department

Publications: this Department produces all Council documents in various formats and in both official languages.

- Background papers inform members, the general public and parliamentarians on issues being considered by the Council. They are designed to provide initial analysis of a subject and to generate public discussion.
- Briefs are primarily intended to advise government regarding legislation or policies on which it has taken initiatives. They are based on Council recommendations.
- Books are the result of short- and long-term research projects undertaken on either emerging issues or previously identified ones which require more in-depth analysis.
- Fact-sheets provide succinct factual information on issues of concern to women.
- Recommendations are developed by Council members together with staff research analysts and are designed to advise government and to outline Council policy. Widely distributed, they are published yearly in the CACSW Annual Report.

The Council's publications and other resource materials are distributed free of charge through the Distribution Centre located at the national office.

Public Affairs: This section co-ordinates the launch of Council publications by preparing news releases, executive summaries, briefing notes and other material for use by Council members and the press. The Department is also responsible for day-to-day requests from the media and the public, and co-ordinates the President's interviews, promotional tours and speaking engagements. The Department monitors issues of concern to the Council in both the press and through the legislative process, daily, weekly and monthly summaries.

Administration Department

This Department is responsible for finance and personnel, records management, office space allocation, word processing and dealings with government departments such as Treasury Board, the Auditor General, the Comptroller General and the Department of Supply and Services. The Council's financial resources are provided through yearly allotments from Treasury Board.

Regional Offices

The offices of the eastern and western vice-presidents represent the Council in their respective regions. The eastern regional office in Montreal serves Quebec, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland; the regional office in Calgary serves Manitoba, Saskatchewan, Alberta, British Columbia, the Northwest Territories and the Yukon. Ontario is served by the national office.

Calgary
Sylvia Farrant
Western Vice-President
220 4th Avenue SE, Room 270
P.O. Box 1390, Station M
Calgary, Alberta
T2P 1L6
Tel: (403) 292-6668
Fax: (403) 292-6673

Montreal
Ginette Busque
Eastern Vice-President
2021 Union Avenue, Suite 875
Montreal, Quebec
H3A 2S9
Tel: (514) 283-3123
Fax: (514) 283-3048

Immigration and Refugee Board

Head Office

240 Bank Street
Ottawa, Ontario
K1A 0K1

General Inquiries

(613) 995-6486
(613) 992-7849 (Chief, Public Affairs)

Minister

Minister of Employment and Immigration

Principal Officers

Chairperson	– Gordon Fairweather
Executive Director	– Peter Harder
Deputy Chairperson, Convention Refugee Determination Division	– Drasko Bubalo
Deputy Chairperson, Immigration Appeal Division	– Nurjehan Mawani
Director General, Operations, Policy and Planning	– Jerry Robbins
Director General, Finance, Personnel and Administration	– Terry Hickey
Director, Legal Services	– Gerald Stobo
Director, Documentation, Information and Research	– Graham Howell
Acting Director, Information Systems	– John Russell
Chief, Public Affairs	– George Brimmell

Historical Background

The Immigration and Refugee Board was established by an amendment to the *Immigration Act* in July 1988, and on 1 January 1989 the Board assumed the jurisdiction to dispose of matters previously dealt with by the Immigration Appeal Board and the Refugee Status Advisory Committee.

Overall Responsibilities

The Board adjudicates claims to Convention refugee status and hears appeals of decisions of immigration or visa officers.

Organization and Programs

The Board consists of two divisions – the Convention Refugee Determination Division (CRDD), which deals with refugee claims, and the Immigration Appeal Division (IAD), which hears appeals relating to removal orders and refusals of sponsorship applications. The two divisions are independent from the Minister and the Canada Employment and Immigration Commission. The divisions are independent of each other in their decision-making, but are affiliated administratively for a more efficient use of facilities and services needed by both.

The Chairperson is the chief executive officer, and as such is responsible for overseeing the Board's day-to-day operations. One member from the Refugee Division and one from the Appeal Division are designated as Deputy Chairpersons.

The Executive Director provides administrative and secretariat support to the Board.

The Finance, Personnel and Administrative Branch, headed by a Director General at headquarters, provides managerial advice and financial, personnel and administrative support to the Board.

The Operations, Policy and Planning Branch, headed by a Director General at headquarters, provides overall supervision for all the facets of administrative support by the regions.

The Legal Services Branch, headed by a Director, provides legal advice and counsel to the Chairman, Board Members and staff at head office and in the regions.

The Documentation Centre, headed by a Director, supplies information needed to make decisions on refugee claims and immigration appeals.

Regional Offices

East Tower, Room 102
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-7733

1 Front Street West, 5th Floor
Toronto, Ontario
M5J 1A5
(416) 973-6261

185 Carlton Street, 3rd Floor
Winnipeg, Manitoba
R3C 3J1
(204) 983-3553

Natural Resources Building
205 9th Avenue, 9th Floor
Calgary, Alberta
T2G 0R3
(403) 292-6134

800 Burrard Street, Suite 1600
Vancouver, British Columbia
V6Z 2J9
(604) 666-5946

Parliamentary Committee

Standing Committee on Labour, Employment and Immigration

Statute

Immigration Act

Status of Women Canada

Legal Title
Office of the Co-ordinator, Status of Women

Head Office
La Promenade Building, Room 1005
151 Sparks Street
Ottawa, Ontario
K1A 1C3

General Inquiries
(613) 995-7835

Minister
Minister Responsible for the Status of Women

Principal Officers

Co-ordinator (Deputy Head)	– Kay Stanley
Deputy Co-ordinator	– Louise Bergeron-de Villiers
Director, Communications	– Ninon Bourque
Director, Policy Analysis and Development	– Charlotte Cloutier
Director, Intergovernmental and Non-governmental Relations	– Rhonda Ferderber
Director, Corporate Systems and Services	– John Conroy

Historical Background

In 1971, the federal government created the Office of the Co-ordinator, Status of Women within the Privy Council Office. In 1976, it was removed from the Privy Council Office and became a department known as Status of Women Canada.

The legal mandate for Status of Women Canada is provided by Order-in-Council 1976-779 and the *Appropriations Act 1976-77*.

Overall Responsibilities

Status of Women Canada promotes equal opportunities for women in all spheres of Canadian life and works to eliminate obstacles that limit choices for women.

A wide-ranging and complex set of factors influence the situation of women in Canada. The task of the Department is to understand these factors and influence policy-making decisions which promote equality. While the Status of Women Canada delivers no programs of its own, it collaborates with federal departments, provincial and territorial governments, non-governmental organizations, industry, educational and health authorities and local governments to influence new initiatives which will benefit women. These initiatives are then developed and delivered by other departments.

The Department often works behind the scenes, tracking the progress of legislation, policies and programs. It also recommends changes and organizes meetings and conferences.

Organization and Programs

Status of Women Canada is made up of four directorates.

The Policy Analysis and Development Directorate
This Directorate analyses and reviews existing or proposed federal government policies, legislation and programs with regard to their impact on women. It also provides strategic planning for moving policy forward in co-operation with other federal departments and agencies.

The Intergovernmental and Non-governmental Relations Directorate
In addition to co-ordination and liaison with provincial and territorial governments and international organizations in the development of policy affecting women this Directorate works with women's groups, academics, and other organizations concerned with women's issues.

The Communications Directorate
This Directorate is divided into three major components: Communications, Public Environmental Analysis and Correspondence Units. The role of the Directorate is to provide information to women and the general public on government priorities and programs as well as on issues of interest to women.

The Corporate Systems and Services Directorate
As well as developing, implementing and co-ordinating financial, personnel and information management, this Directorate provides administrative services including computerization and office automation for the agency. The work also involves advising on the development and accountability of agency resources. This unit was formerly the Finance, Personnel and Administration Directorate.

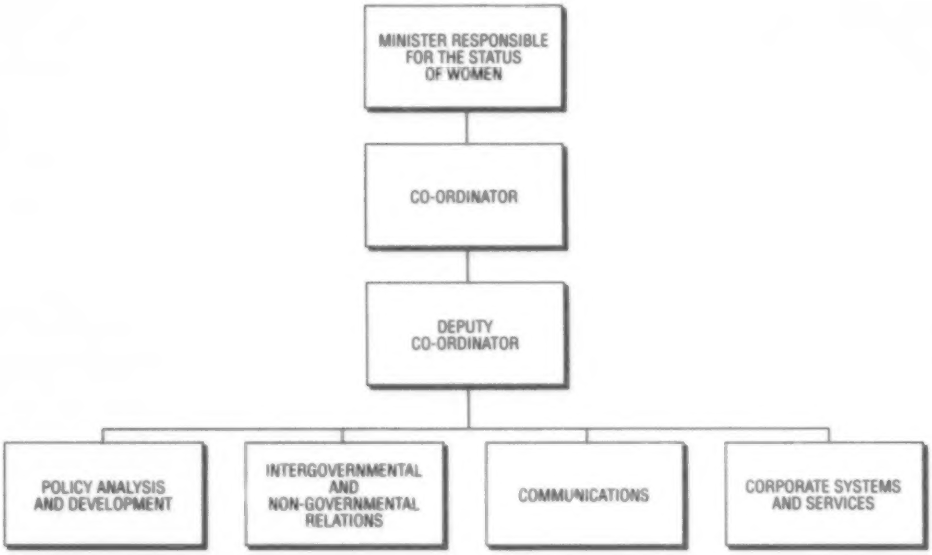
Regional Offices

None

Parliamentary Committee

Standing Committee on Health and Welfare, Social Affairs, Seniors and the Status of Women

Status of Women Canada


MINISTER RESPONSIBLE FOR THE STATUS OF WOMEN
CO-ORDINATOR
DEPUTY CO-ORDINATOR
POLICY ANALYSIS AND DEVELOPMENT
INTERGOVERNMENTAL AND NON-GOVERNMENTAL RELATIONS
COMMUNICATIONS
CORPORATE SYSTEMS AND SERVICES

Energy, Mines and Resources Canada

Legal Title
Department of Energy, Mines and Resources

Head Office
580 Booth Street
Ottawa, Ontario
K1A OE4

General Inquiries
(613) 995-0947
(613) 995-3065
(613) 996-3355 (Director General, Communications)
Toll free: 1-800-267-5171, 5172, 5166

Minister
Minister of Energy, Mines and Resources

Principal Officers

Deputy Minister	– Bruce Howe
Assistant Deputy Ministers	
Energy	– David Oulton
Surveys, Mapping and Remote Sensing	– Hugh O'Donnell
Geological Survey of Canada	– Ken Babcock
Mineral and Energy Technology	– Marc Denis Everell
Mineral Policy	– Ron Sully
Corporate Policy and Communications	– Norman Moyer
Finance and Administration	– Robert Giroux
Directors General	
Communications	– David Austin (Acting)
Human Resources	– Jean-Claude Bouchard

Historical Background

In 1873, with the acquisition of Rupert's Land, federal jurisdiction over land was transferred from the Department of Public Works to the newly created Department of the Interior. Federal responsibility for mining, and especially the coal mines of Cape Breton which dominated the industry in Canada's early years, was passed through the Department of Mines (1907), the Department of Mines and Resources (1936), the Department of Mines and Technical Surveys (1949), and finally, in 1966, the government established the modern Department of Energy, Mines and Resources (EMR) under the *Department of Energy, Mines and Resources Act*. In its early years, EMR briefly held responsibility for water resources and resource development. This was transferred to the Department of the Environment when it was created in 1971. The Department also lost responsibility for astronomy in 1970 when it was transferred to the National Research Council.

While the Department of Energy, Mines and Resources has a relatively brief history, some of its branches have been in existence for much longer, dating to as far back as 1842.

The new Department, unlike its predecessors, included energy. In 1957, the government established a Royal Commission on Energy (the Borden Commission) which made several recommendations concerning energy in Canada, especially western oil and gas. The primary body to come out of the Borden Commission was the National Energy Board.

Policy continued to stress energy as the country, and the world, faced the energy crisis. In 1973, the government established Petro-Canada; and later, in 1980, faced with skyrocketing oil prices which were expected to continue, the federal government initiated the National Energy Program. It was designed to increase Canadian ownership and control in the U.S. dominated energy industry.

Overall Responsibilities

The Department of Energy, Mines and Resources advances the development of Canada's economy, in a manner consistent with federal environmental and social objectives, by contributing to the timely and efficient development and use of Canada's mineral and energy resources and by augmenting knowledge and understanding of the Canadian landmass.

The Department's mandate is primarily based on the *Department of Energy, Mines and Resources Act*, the *Resource and Technical Surveys Act*, the *Canada Explosives Act*, and various acts and regulations governing the management of the Public Service.

Under the provisions of these Acts, the Department co-ordinates, promotes and recommends national policies concerning energy, mines, minerals and other non-renewable resources and formulates plans for their conservation, development and use. In addition, the Department:

- conducts research and technical surveys to assess mineral and energy resources. This includes a full and scientific examination and survey of Canada's geological structure and legal boundaries;
- prepares maps;
- conducts scientific and economic research relating to the energy, mining, and metallurgical industries; and
- establishes and operates scientific laboratories required for the conduct of these duties.

Organization and Programs

The Department of Energy, Mines and Resources comprises nine sectors.

Energy
This Sector establishes and maintains policy initiatives for:

- the supply, efficient use and conservation of energy resources;
- the development of secure sources of energy;
- the access to optimal technical capability for energy supply;
- research and development; and
- processing.

Surveys, Mapping and Remote Sensing
Providing a reliable system of surveys, maps, remotely sensed data and geographically referenced information covering the Canadian landmass is the responsibility of this Sector. Its work supports national sovereignty, defence, the environment and socio-economic development.

Geological Survey of Canada (GSC)
This Sector provides clients with the best available geological, geophysical and geochemical expertise concerning the Canadian landmass and offshore areas.

Mineral and Energy Technology
In addition to promoting, co-ordinating and supporting research and development in industry, universities and research institutes, this Sector identifies technological opportunities in mining, in metallurgy and in energy. It also administers the transfer of technology to the private sector.

Mineral Policy
This Sector provides information and advice on key issues such as mineral markets, tax policy, regulatory framework, regional mineral development and environmental impact, to the Canadian government. It also ensures a fair and balanced fiscal and regulatory framework for:

- developing the minerals and metals sector;
- improving technological performance; and
- increasing international competitiveness throughout the industry.

Corporate Policy and Communications
This Sector assists the Department's executive, including the Minister and Deputy Minister, in directing and co-ordinating EMR policies and operations and complying with departmental environmental policies. It also:

- analyses public information needs;
- informs the Canadian public of departmental policies and programs; and
- responds to public inquiries.

Finance and Administration
Providing administrative, financial and informatics services to the Department is the responsibility of this Sector.

Human Resources
This Sector manages human resource programs for the Department.

Energy Mines and Resources shares jurisdiction of the Canada Oil and Gas Lands Administration with the Department of Indian Affairs and Northern Development.

Regional Offices

Newfoundland
Atlantic Place
215 Water Street, Suite 301
St. John's, Newfoundland
A1C 6C9

Nova Scotia
Cogswell Tower
200 Barrington Street, Suite 102
Halifax, Nova Scotia
B3J 3K1

Atlantic Geoscience Centre
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

Cape Breton Coal Research Laboratories
210 George Street
Sydney, Nova Scotia
B1P 1J3

Surveys and Mapping
Government of Canada Building
40 Havelock Street
P.O. Box 368
Amherst, Nova Scotia
B4H 4C3

New Brunswick
Customs Building
189 Prince William Street
Saint John, New Brunswick
E2L 2B9

Quebec
Guy Favreau Building
200 René-Lévesque Boulevard West, Room 501
Montreal, Quebec
H2Z 1X4

400 Lamaque Boulevard
Val-d'Or, Quebec
J9P 3L4

Canada Centre for Remote Sensing
Gatineau Satellite Station
Cantley, Quebec
J0X 1L0

Quebec Geoscience Centre
2700 Einstein Road
Ste-Foy, Quebec
G1V 4C7

Energy Diversification Research Lab
Energy Research Laboratories
1950 René Gauthier Boulevard
Varennes, Quebec
J0L 2P0

Explosives Branch - Quebec Region
1262 Maguire Avenue
P.O. Box 463
Sillery, Quebec
G1T 2R8

Surveys and Mapping
Quebec Regional Office
2144 King Street West
Sherbrooke, Quebec
J1J 2E8

Ontario
Arthur Meighen Building
25 St. Clair Avenue East, Room 901
Toronto, Ontario
M4T 1M2

BDR Building
6 Tweedsmuir Road
Kirkland Lake, Ontario
P2N 1H9

Elliot Lake Research Lab
Mining Research Laboratory
99 Spine Road
P.O. Box 100
Elliot Lake, Ontario
P5A 2J6

Sudbury Laboratory
Mining Research Laboratory
Science 2 Building, Room FA 039
Laurentian University
Ramsey Lake Road
Sudbury, Ontario
P3E 2C6

Manitoba
275 Portage Avenue, Room 501
Winnipeg, Manitoba
R3B 2B3

Surveys and Mapping
Manitoba Regional Office
Kensington Building
275 Portage Avenue, Room 501
Winnipeg, Manitoba
R3B 2B3

Saskatchewan
101 22nd Street East, Suite 607
Saskatoon, Saskatchewan
S7K 0E1

Canada Centre for Remote Sensing
Prince Albert Satellite Station
P.O. Box 1150
Prince Albert, Saskatchewan
S6V 5S7

Surveys and Mapping
Saskatchewan Regional Office
2221 Cornwall Street, Suite 1000
Regina, Saskatchewan
S4P 2L1

Alberta
630 4th Avenue SW, 3rd Floor
P.O. Box 2918, Station M
Calgary, Alberta
T2P 3M2

Institute of Sedimentary and
Petroleum Geology
3303 3rd Street NW
Calgary, Alberta
T2L 2A7

Coal Research Laboratories
1 Oil Patch Drive
Devon, Alberta
T0C 1E0

Surveys and Mapping
Alberta Regional Office
Canada Place
9700 Jasper Avenue, Suite 610
Edmonton, Alberta
T5J 4C3

Northwest Territories
Bellanca Building, 8th Floor
50th Street
Yellowknife, Northwest Territories
X1A 2N5

Polar Continental Shelf Project
Tuktoyaktuk, Northwest Territories
X0A 1C0

Canadian Ice Island Research Station
c/o Polar Continental Shelf Project
Resolute, Northwest Territories
X0A 0V0

British Columbia
100 West Pender Street, Room 307
Vancouver, British Columbia
V6B 1R8

900 West Hastings Street, 4th Floor
Vancouver, British Columbia
V6C 1E6

Pacific Geoscience Centre
9860 West Saanich Road
P.O. Box 6000
Sidney, British Columbia
V8L 4B2

Surveys and Mapping
80 Burrard Street, Suite 1300
Vancouver, British Columbia
V6Z 2J4

Yukon
204 Range Road, Room 208
Whitehorse, Yukon
Y1A 3V1

Parliamentary Committee

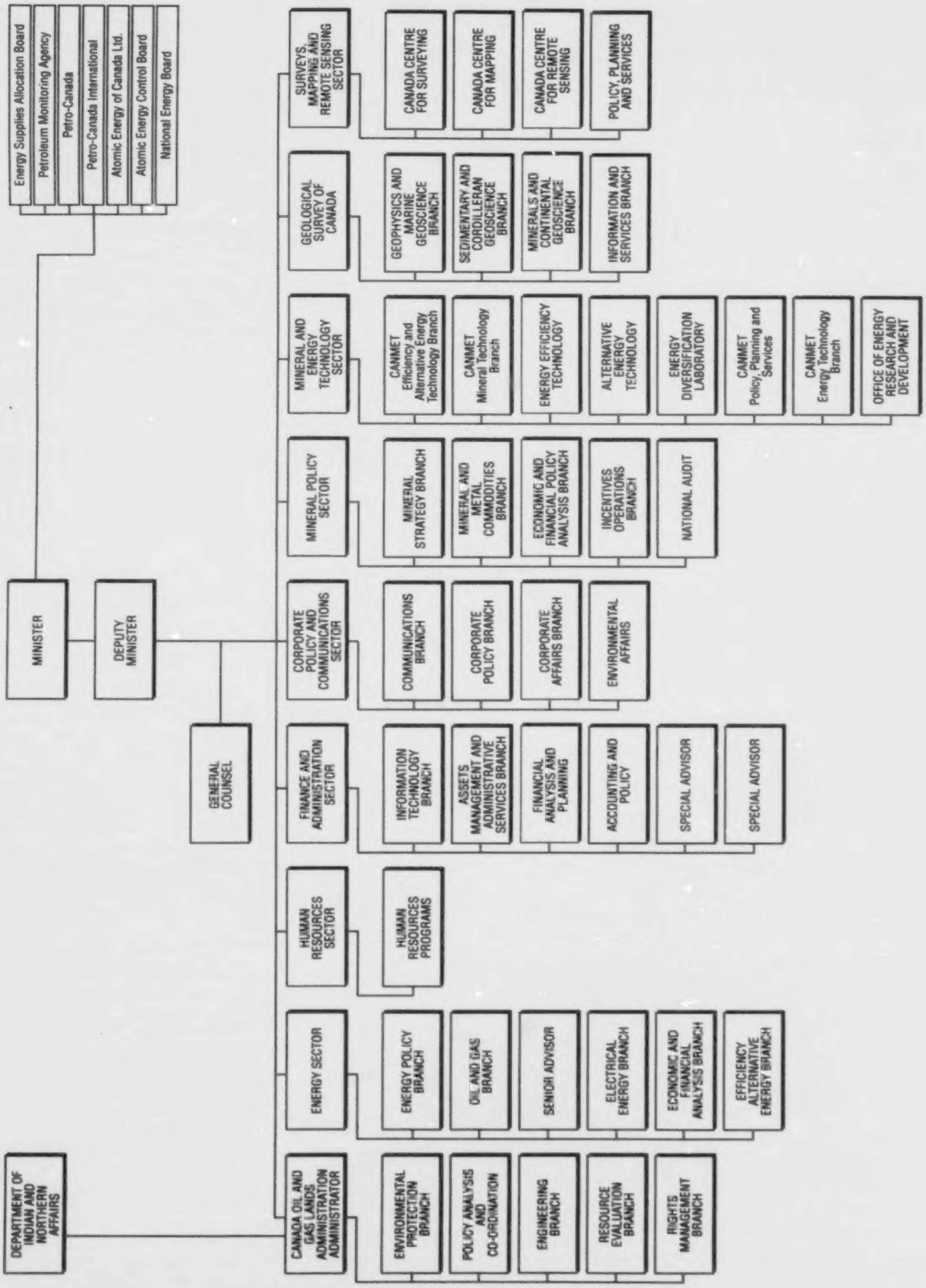
Standing Committee on Energy and Natural Resources
House Standing Committee on Energy, Mines and Resources
Cabinet Committee on Economic and Regional Development, Environment

Statutes

Department of Energy, Mines and Resources Act
Resources and Technical Surveys Act

Active Statutes Under the Minister's Responsibilities
Arctic Waters Pollution Prevention Act
Atomic Energy Control Act
Canada Lands Surveys Act
Canada-Newfoundland and Atlantic Accord Implementation Act
Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
Canada - Nova Scotia Oil and Gas Agreement Act
Canadian Exploration and Development Incentives Program Act
Canadian Exploration Incentives Program Act
Canadian Home Insulation Program Act
Canadian Ownership and Control Determination Act
Canada Petroleum Resources Act
Cooperative Energy Act
Energy Administration Act
Energy Monitoring Act
Energy Supplies Emergency Act
Explosives Act
Home Insulation (N.S. and Prince Edward Island) Program Act
International Boundary Commission Act
Land Titles Act
Motor Vehicles Fuel Consumption Standards Act
National Energy Board Act
Nuclear Liability Act
Oil and Gas Production and Conservation Act
Oil Substitution and Conservation Act
Petro-Canada Act
Petroleum Incentives Program Act

Energy Mines and Resources Canada


Energy Supplies Allocation Board
Petroleum Monitoring Agency
Petro-Canada
Petro-Canada International
Atomic Energy of Canada Ltd.
Atomic Energy Control Board
National Energy Board
MINISTER
DEPUTY MINISTER
GENERAL COUNSEL
DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS
SURVEYS, MAPPING AND REMOTE SENSING SECTOR
CANADA CENTRE FOR SURVEYING
CANADA CENTRE FOR MAPPING
CANADA CENTRE FOR REMOTE SENSING
POLICY, PLANNING AND SERVICES
GEOLOGICAL SURVEY OF CANADA
GEOPHYSICS AND MARINE GEOSCIENCE BRANCH
SEDIMENTARY AND CORDILLERAN GEOSCIENCE BRANCH
MINERALS AND CONTINENTAL GEOSCIENCE BRANCH
INFORMATION AND SERVICES BRANCH
MINERAL AND ENERGY TECHNOLOGY SECTOR
CANMET Efficiency and Alternative Energy Technology Branch
CANMET Mineral Technology Branch
ENERGY EFFICIENCY TECHNOLOGY
ALTERNATIVE ENERGY TECHNOLOGY
ENERGY DIVERSIFICATION LABORATORY
CANMET Policy, Planning and Services
CANMET Energy Technology Branch
OFFICE OF ENERGY RESEARCH AND DEVELOPMENT
MINERAL POLICY SECTOR
MINERAL STRATEGY BRANCH
MINERAL AND METAL COMMODITIES BRANCH
ECONOMIC AND FINANCIAL POLICY ANALYSIS BRANCH
INCENTIVES OPERATIONS BRANCH
NATIONAL AUDIT
CORPORATE POLICY AND COMMUNICATIONS SECTOR
COMMUNICATIONS BRANCH
CORPORATE POLICY BRANCH
CORPORATE AFFAIRS BRANCH
ENVIRONMENTAL AFFAIRS
FINANCE AND ADMINISTRATION SECTOR
INFORMATION TECHNOLOGY BRANCH
ASSETS MANAGEMENT AND ADMINISTRATIVE SERVICES BRANCH
FINANCIAL ANALYSIS AND PLANNING
ACCOUNTING AND POLICY
SPECIAL ADVISOR
SPECIAL ADVISOR
HUMAN RESOURCES SECTOR
HUMAN RESOURCES PROGRAMS
ENERGY SECTOR
ENERGY POLICY BRANCH
OIL AND GAS BRANCH
SENIOR ADVISOR
ELECTRICAL ENERGY BRANCH
ECONOMIC AND FINANCIAL ANALYSIS BRANCH
EFFICIENCY ALTERNATIVE ENERGY BRANCH
CANADA OIL AND GAS LANDS ADMINISTRATION ADMINISTRATOR
ENVIRONMENTAL PROTECTION BRANCH
POLICY ANALYSIS AND CO-ORDINATION
ENGINEERING BRANCH
RESOURCE EVALUATION BRANCH
RIGHTS MANAGEMENT BRANCH

Atomic Energy Control Board

Head Office
270 Albert Street
Ottawa, Ontario

Mailing Address
P.O. Box 1046
Ottawa, Ontario
K1P 5S9

General Inquiries
(613) 995-5894

Minister
Minister of Energy, Mines and Resources

Principal Officers
President of the Board and Chief Executive Officer – René J.A. Lévesque
Board Members – Pierre O. Perron
Robert N. Farvolden
William M. Walker
Agnes J. Bishop
Director General, Directorate of Reactor Regulation – Zigmund Domaratzki
Director General, Directorate of Fuel Cycle and Materials Regulation – John W. Beare
Director, Directorate of Analysis and Assessment – John G. Waddington
Director, Directorate of Research and Safeguards – James D. Harvie
Director, Directorate of Administration – J. Pierre Marchildon
Director and Secretary to the Board – John G. McManus

Historical Background

The Atomic Energy Control Board (AECB) is a regulatory agency established in 1946 under the *Atomic Energy Control Act*.

Overall Responsibilities

The Board ensures that the use of nuclear energy in Canada does not pose undue risk to health, safety, security and the environment. It controls and supervises the development, application and use of nuclear energy, and participates on Canada's behalf in international measures of control. It also administers the *Nuclear Liability Act*, designating nuclear installations and prescribing basic insurance to be carried by the operators of such nuclear installations.

Organization and Programs

The Board consists of the President's Office, the Secretariat and five directorates.

President's Office

The President supervises and directs the work of the organization. Two independent committees advise the Board through the President: the Advisory Committee on Radiological Protection and the Advisory Committee on Nuclear Safety.

The Legal Advisor, Medical Liaison Officer and Official Languages Advisor also report to the President.

The President receives advice from senior medical officers, through the Medical Liaison Officer, on matters relating to the medical surveillance of nuclear radiation workers. The senior officers are nominated by the provinces, Atomic Energy of Canada Limited, Health and Welfare Canada and the Department of National Defence. They are then appointed by the Atomic Energy Control Board.

Secretariat

In addition to being Secretary to the Board, the Secretariat looks after the Office of Public Information, the Planning and Co-ordination Section and the Advisory Committee Secretariat.

It is also responsible for:

- corporate planning;
- co-ordination of policy development;
- implementation of internal audit and program evaluation plans;
- liaison with the Minister's office and federal, provincial and international agencies;
- administration of the *Nuclear Liability Act*; and
- compliance with the provisions of the *Access to Information and Privacy Acts.*

Directorate of Reactor Regulation

The regulation of power and research reactors and heavy water plants is managed by this Directorate. It also examines the qualifications of reactor operators and provides safety evaluations and quality assurances.

Directorate of Fuel Cycle and Materials Regulation
This Directorate regulates uranium mines and mills, refineries and conversion plants, nuclear fuel fabrication plants, radioactive waste management facilities, accelerators and the use of radioisotopes.

It also provides analytical laboratory facilities, compliance inspection services and the regulation of transport packaging of radioactive materials.

Directorate of Research and Safeguards
The initiation and management of projects in support of the Board's regulatory functions are the responsibility of this Directorate.

It also implements programs for domestic and international nuclear material safeguards and the Canadian Standards Support Program.

Directorate of Analysis and Assessment
This Directorate looks after the detailed review and assessment of the arguments made by licensees concerning the safety of their designs, the adequacy of quality assurance and the protection from radiation hazards for both workers and the environment.

Directorate of Administration
The management and administration of the Board's financial, physical and human resources are the responsibility of this Directorate. It also looks after information management.

Regional Offices

Head Office and Central Region
P.O. Box 1046
270 Albert Street
Ottawa, Ontario
K1P 5S9
(613) 995-5894

Southern Ontario Region
6711 Mississauga Road, Suite 704
Mississauga, Ontario
L5N 2W3
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Elliot Lake Office
Algo Centre
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Elliot Lake, Ontario
P5A 2T2
(705) 848-7123

Eastern Region
2 Laval Place, Suite 220
Laval, Quebec
H7N 5N6
(514) 667-6360

Western Region
220 4th Avenue SE, Suite 850
Calgary, Alberta
T2P 2M7
(403) 292-5181

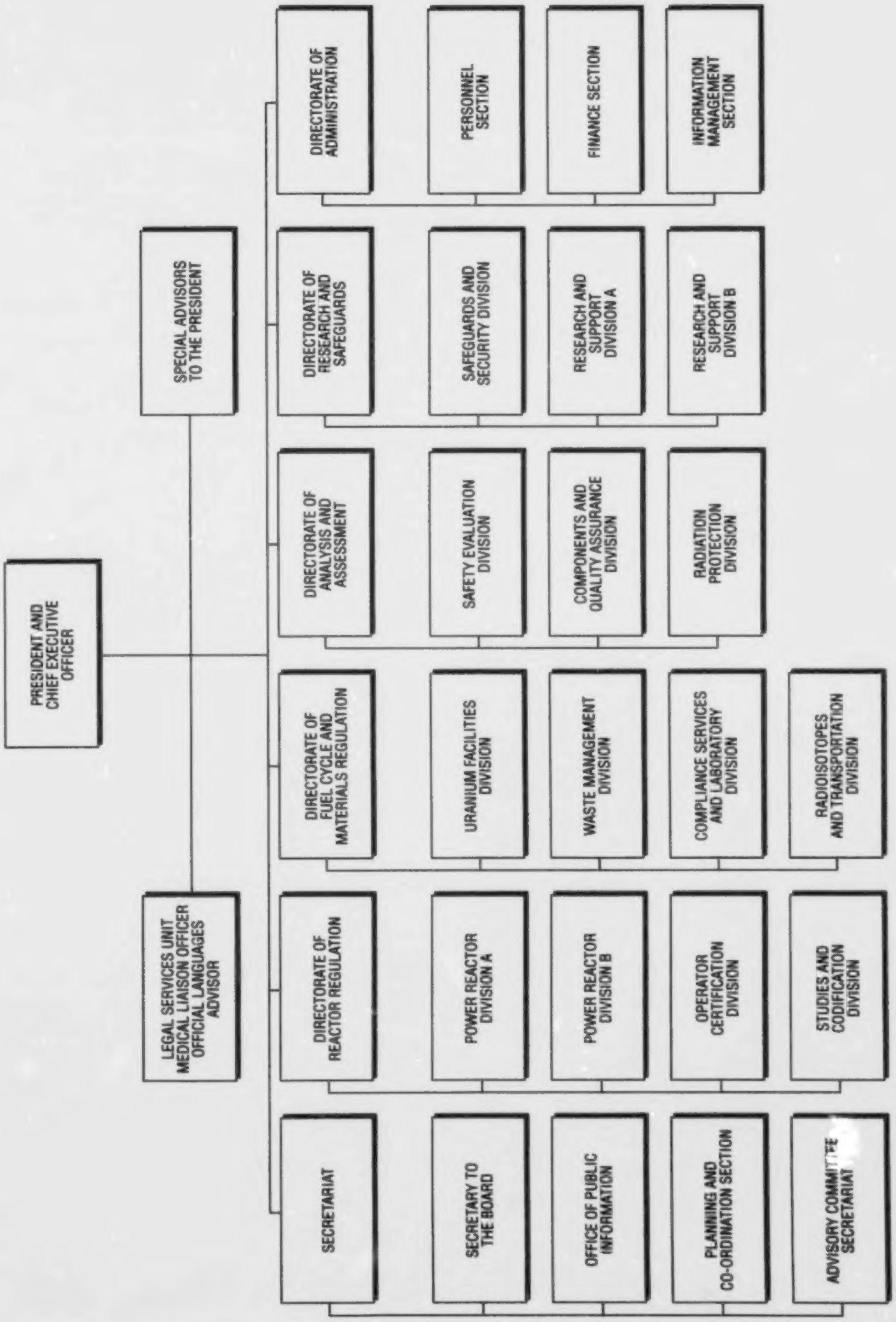
Parliamentary Committees

Standing Committee on Energy, Mines and Resources

Statutes

Atomic Energy Control Act
Nuclear Liability Act

Atomic Energy Control Board


PRESIDENT AND CHIEF EXECUTIVE OFFICER
SPECIAL ADVISORS TO THE PRESIDENT
LEGAL SERVICES UNIT MEDICAL LIAISON OFFICER OFFICIAL LANGUAGES ADVISOR
SECRETARIAT
SECRETARY TO THE BOARD
OFFICE OF PUBLIC INFORMATION
PLANNING AND CO-ORDINATION SECTION
ADVISORY COMMITTEE SECRETARIAT
DIRECTORATE OF REACTOR REGULATION
POWER REACTOR DIVISION A
POWER REACTOR DIVISION B
OPERATOR CERTIFICATION DIVISION
STUDIES AND CODIFICATION DIVISION
DIRECTORATE OF FUEL CYCLE AND MATERIALS REGULATION
URANIUM FACILITIES DIVISION
WASTE MANAGEMENT DIVISION
COMPLIANCE SERVICES AND LABORATORY DIVISION
RADIOISOTOPES AND TRANSPORTATION DIVISION
DIRECTORATE OF ANALYSIS AND ASSESSMENT
SAFETY EVALUATION DIVISION
COMPONENTS AND QUALITY ASSURANCE DIVISION
RADIATION PROTECTION DIVISION
DIRECTORATE OF RESEARCH AND SAFEGUARDS
SAFEGUARDS AND SECURITY DIVISION
RESEARCH AND SUPPORT DIVISION A
RESEARCH AND SUPPORT DIVISION B
DIRECTORATE OF ADMINISTRATION
PERSONNEL SECTION
FINANCE SECTION
INFORMATION MANAGEMENT SECTION

Atomic Energy of Canada Limited

Head Office
344 Slater Street
Ottawa, Ontario
K1A 0S4

General Inquiries
(613) 237-3270

Minister
Minister of Energy, Mines and Resources

Principal Officers
Chairperson of the Board – Robert A. Ferchat
President and Chief Executive Officer – S.R. Hatcher

Members of the Board
– Stanley R. Hatcher
Michael C. Burns
Lino J. Celeste
Lois C. DeGroot
Peter H. Harris
Marnie Paikin
Kris Rao
Ian S. Ross
John L. Schlosser
David R. Sellen
J. Jean Vacchino

Executive
Vice-President, Finance and Chief Financial Officer – D.G. Cuthbertson
Vice-President, Corporate Relations – F. Guenette
Corporate Vice-President, Technology and Planning – W.T. Hancox
Corporate Vice-President, Human Resources – H.T. Hughes
General Counsel – T.A. Wardrop
Treasurer – E. Deslauriers
Acting Corporate Secretary – L. Carisse

Operating
President, AECL CANDU – D.S. Lawson
President, AECL Research – T.E. Rummery

Historical Background

Atomic Energy of Canada Limited (AECL) was incorporated in 1952 as a private company under the *Companies Act* under the powers granted to the designated Minister by the *Atomic Energy Control Act*, 1970, and continued under the *Canada Business Corporations Act* in 1977. On 15 July 1982 the powers of the Company extended to "such other powers as may be directed by the Minister as are ancillary to the objects of the Corporation."

Overall Responsibilities

Atomic Energy of Canada is responsible for research, investigation and uses with respect to atomic energy for the continuing benefit of Canada. Under its charter, AECL is to develop and establish nuclear technologies in all areas of their application, although particular emphasis has been placed on securing reliable, safe and economic nuclear electric energy resources for the country, and on ensuring that these resources are maintained over time. Implicit in these objectives is the responsibility placed on AECL for the leadership and stewardship of the Canadian nuclear industry.

Organization and Programs

AECL comprises a corporate office and two operating units: AECL CANDU, a commercial organization engaged in the design and marketing of CANDU reactors; and AECL Research, a partly federal-funded organization responsible for research and development activities within AECL.

The Corporate Office has approximately 100 employees and is located in Ottawa. It sets the basic policies and strategies for the Company and provides review, guidance and direction to the operating divisions.

AECL CANDU

This organization employs about 1150 people. Its main engineering offices and laboratory are located in Mississauga, Ontario. In addition to designing and marketing CANDU reactors, this division:

- provides engineering and laboratory services to Ontario Hydro;
- carries out aftersales services work;
- sells services and products developed from AECL's specialized nuclear capability into nuclear and non-nuclear markets; and
- manages the AECL-owned reactor prototype and heavy water production facilities which have been shut down.

AECL Research
This organization is the second largest research institution in Canada with a staff of 3100 employees. It owns and operates two major research sites, located in Chalk River, Ontario and Pinawa, Manitoba. It carries out applied research and development with respect to:

- existing and future CANDUs;
- heating and research reactors;
- storage and permanent disposal of high and low level radioactive wastes;
- industrial accelerators;
- fuel separation and handling; and
- uranium enrichment.

It also carries out basic research and development in pure physics and nuclear medicine.

Regional Offices

AECL CANDU
Sheridan Park Research Community
Mississauga, Ontario
L5K 1B2
(416) 823-9040

AECL CANDU – Montreal
155 Metcalfe Street
Montreal, Quebec
H3B 2V6
(514) 871-1116

Research Head Office
344 Slater Street
Ottawa, Ontario
K1A 0S4
(613) 237-3270

Chalk River Laboratories
Chalk River, Ontario
K0J 1J0
(613) 584-3311

Whiteshell Laboratories
Pinawa, Manitoba
R0E 1L0
(204) 753-2311

15400 Calhoun Drive
Rockville, Maryland, USA
20855
(800) 441-2325

Parliamentary Committee

Standing Committee on Energy, Mines and Resources

Statute

Atomic Energy Control Act

Canada Oil and Gas Lands Administration

Head Office
Tower B, 14th Floor
355 River Road
Vanier, Ontario
K1A 0E4

Mailing Address
Tower B, 15th Floor
355 River Road
Vanier, Ontario
K1A 0E4

General Inquiries
(613) 993-3760

Ministers
Minister of Energy, Mines and Resources
Minister of Indian Affairs and Northern Development

Principal Officers

Deputy Minister, Energy, Mines and Resources Canada	– Bruce Howe
Deputy Minister, Indian Affairs and Northern Development	– Harry Swain
Administrator, Canada Oil and Gas Lands Administration	– Maurice Taschereau

Historical Background

The Canada Oil and Gas Lands Administration (COGLA) was established in 1981 by a memorandum of understanding between the Minister of Energy, Mines and Resources and the Minister of Indian Affairs and Northern Development.

Overall Responsibilities

COGLA regulates the exploration for, and the development and production of, oil and gas on Canada's frontier lands. Its activites promote worker safety, effective resource conservation, environmental protection and full and fair access for Canadians to benefits and opportunities in the industry.

Canada's frontier lands include: Yukon Territory, the Northwest Territories, Hudson Bay and most of the country's offshore areas.

Organization and Programs

The Administration is made up of five branches, each headed by a Director General. They report to the Administrator, who is reponsible to the deputy ministers of the two departments, EMR and INAC.

Environmental Protection Branch

While ensuring that operators' activities meet the highest standards of environmental protection, the Branch also:

- assesses the effects of oceanographic, meteorological and ice conditions on human safety and protection;
- conducts research on areas such as ice/structure interaction, evacuation systems and oil spill counter measures;
- identifies the impact of geophysical and drilling operations on marine and coastal biota, shorelines and fisheries;
- ensures that contingency plans and compensation mechanisms are in place;
- reviews all environmental aspects of petroleum exploration and development before approvals are given or permits issued; and
- administers the Environmental Studies Research Funds (ESRF), a joint government-industry program which studies environmental and social issues related to oil and gas exploration and development on frontier lands.

Engineering Branch

In addition to responsibility for safety in drilling, development and production activities, this Branch:

- develops regulations concerning safety, pollution prevention and conservation of discovered resources. This is done in consultation with federal, provincial and territorial governments, offshore petroleum boards and industry;
- monitors drilling activities;
- assesses the reserves and production characteristics of individual oil and gas reservoirs in areas not under an Accord; and
- issues authorities to drill for and produce oil and gas.

Resource Evaluation Branch

Besides assessing the resource potential and discovered reserves of the frontier lands, this Branch:

- authorizes and regulates geophysical and geological programs;
- analyses geological factors and potential hazards in drilling programs;
- monitors data from all oil and gas activities;
- advises the Ministers on significant discoveries; and
- compiles and maintains geophysical and geological information arising from exploration operations.

Rights Management Branch
In addition to issuing, administering and registering exploration and production rights under the *Canada Petroleum Resources Act*, this Branch:

- issues and administers mineral and oil and gas rights on federal public lands within the provinces;
- monitors interest-owner performance; and
- collects royalties and other revenues.

Policy Analysis and Co-ordination Branch
Besides developing and implementing policy on the management of oil and gas activity on frontier lands, this Branch:

- liaises with other federal, provincial and territorial agencies on issues pertaining to COGLA's responsibilities; and
- evaluates and monitors companies' plans to ensure that Canadian workers and businesses have full and fair access to opportunities in the oil and gas industry.

Regional Offices

Northern Region
P.O. Box 1500
Yellowknife, NorthWest Territories
X1A 2R3
(403) 920-8175

Western Region
630 4th Avenue SW, 3rd Floor
Calgary, Alberta
T2P 0J9
(403) 292-5631

Statutes

The Minister of Energy, Mines and Resources is responsible for:
Canada Petroleum Resources Act
Oil and Gas Production and Conservation Act
Canada-Newfoundland Atlantic Accord Implementation Act
Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act

The Minister of Indian Affairs and Northern Development is responsible for:
Canada Petroleum Resources Act
Oil and Gas Production and Conservation Act

National Energy Board

Head Office
473 Albert Street
Ottawa, Ontario
K1A 0E5

General Inquiries
Ottawa: (613) 998-7204
Calgary: (403) 292-6700

Minister
Minister of Energy, Mines and Resources

Principal Officers
Chairperson – R. Priddle
Vice-Chairperson – J.-G. Fredette
Members – R.B. Horner
A.B. Gilmour
W.G. Stewart
A. Côté-Verhaaf
M. Musgrove
C. Bélanger
R. Illing
Temporary Members – D. Smith
K. Vollman
Executive Director – R.D. Glass
Secretary – M. Tobin
General Counsel – S. Fraser
Directors General – P. Miles
E.L.M. Gordon

Historical Background

The National Energy Board was created in 1959 under the *National Energy Board Act*.

Overall Responsibilities

The Board's regulatory powers include:

- the licensing of oil, natural gas and electricity exports;
- the certification of interprovincial and international pipelines and designated interprovincial and international power lines; and
- the setting of tolls and tariffs for oil and gas pipelines under federal jurisdiction.

In addition, the Board:

- reviews the Canadian supply of all major energy commodities, with emphasis on electricity, oil, natural gas, and the by-products derived from oil and natural gas; and
- monitors the demand for Canadian energy in Canada and in export markets.

The Board also has specific responsibilities under the *Nothern Pipeline Act* and the *Energy Administration Act*. Board inspectors also act as safety officers under the Canada Labour Code.

Organization and Programs

The Board is composed of 12 branches and the Office of the Secretary.

Finance and Administration Branch
In addition to co-ordinating and administering the financial and administrative policies under which the Board operates, this Branch provides advice and services relating to accounts processing, financial planning, budgeting; property, materiel, records and mail management. It also provides accounting services for the Northern Pipeline Agency.

Personnel Branch
This Branch provides advice and services in the areas of staffing, human resources planning, training, employment equity, official languages, classification, staff relations, safety and health, pay and benefits, conflict of interest, employee assistance, merit awards and security.

Planning and Review Branch
Strategic and operational planning, program review and evaluation, internal audits and the management practices program are the responsibility of this Branch.

Information Technology Branch
Computer systems services, word processing, data processing support and telephone services are managed by this Branch. This includes: consultative service on computer operations, data management, program design and development and the latest data processing techniques and applications. Branch responsibilities also include the integration of information and processing systems and services for the Board.

Economics Branch
This Branch evaluates the economic worth to Canada of applications to license exports and certify pipeline and international power line projects.

The Branch also:

- helps develop general approaches to energy regulation and pipeline toll and tariff structures;
- prepares detailed, long-term projections of energy demand in Canada, the performance of the Canadian economy, Canadian exports of natural gas and electricity to the American market and world oil prices scenarios; and
- advises on competitive condtions in the energy market.

Energy Supply Branch
As well as advising on matters relating to the supply of conventional and synthetic crude oil, bitumen, natural gas and natural gas liquids, this Branch:
- prepares both short- and long-term projections of supplies of these energy commodities;
- estimates oil and gas reserves in Canada;
- conducts analyses of ultimate resource potentials and reserves additions rates;
- evaluates the supply costs and economics or resource projects;
- monitors developments in the energy sector, particularly the producing industry; and
- investigates potential new energy sources.

These activities are conducted in both the Calgary and Ottawa offices.

Electric Power Branch
This Branch advises on matters relating to electricity export licensing, international power line certification and regulatory surveillance. It also:
- prepares supply and demand forecasts for electricity for use in applications and reports produced by the Board;
- reviews the North American market for electricity; and
- provides advice on matters under federal jurisdiction that relate to the production, transportation, sales and exchange of electricity.

Gas and Oil Branch
Advising the Board on oil and gas matters, including markets, commercial transactions, transmission, processing and distribution of commodities is the responsibility of this Branch. In addition it:
- manages export and import regulations, monitoring and matters related to traffic and discrimination in oil and gas pipeline services;
- collects and disseminates data on exports and imports, including volumes and prices; and
- prepares and supplies data on the consumption and transportation of oil and gas products.

Environment Branch
This Branch provides advice on:
- protecting the environment during the construction and operation of pipeline and power line facilities;
- land-owner rights with respect to land acquisitions; and
- technical requirements related to third-party crossings of pipelines.

Pipeline Engineering Branch
Advising on matters relating to pipeline certificates and the regulation of the safety of pipeline facilities is the responsibility of this Branch. This includes providing advice on technical matters in applications for facilities construction. Staff also administer certain portions of the Canada Labour Code that relate to pipeline worker safety.

Financial Regulation Branch
This Branch is responsible for tolls and tariffs, financial regulatory advice and costs of transportation under specific areas of the *National Energy Board Act*. It also audits the accounts of pipeline companies under the Board's jurisdiction and monitors the financial performance of pipelines on a regular basis to ensure that tolls are just and reasonable.

Law Branch
In addition to providing legal advice to the Board on all matters relating to the Board's powers and responsibilities, this Branch acts as Counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme courts of Canada.

Office of the Secretary
All applications and submissions are co-ordinated by this Branch for their consideration by the Board. It advises on the scheduling of hearings, and makes all administrative arrangements for public hearings in Ottawa and across Canada. In addition, it provides media and public relations services, publications services and operates the Board's library. It administers the *Access to Information* and *Privacy Acts* and co-ordinates translation services.

Regional Offices

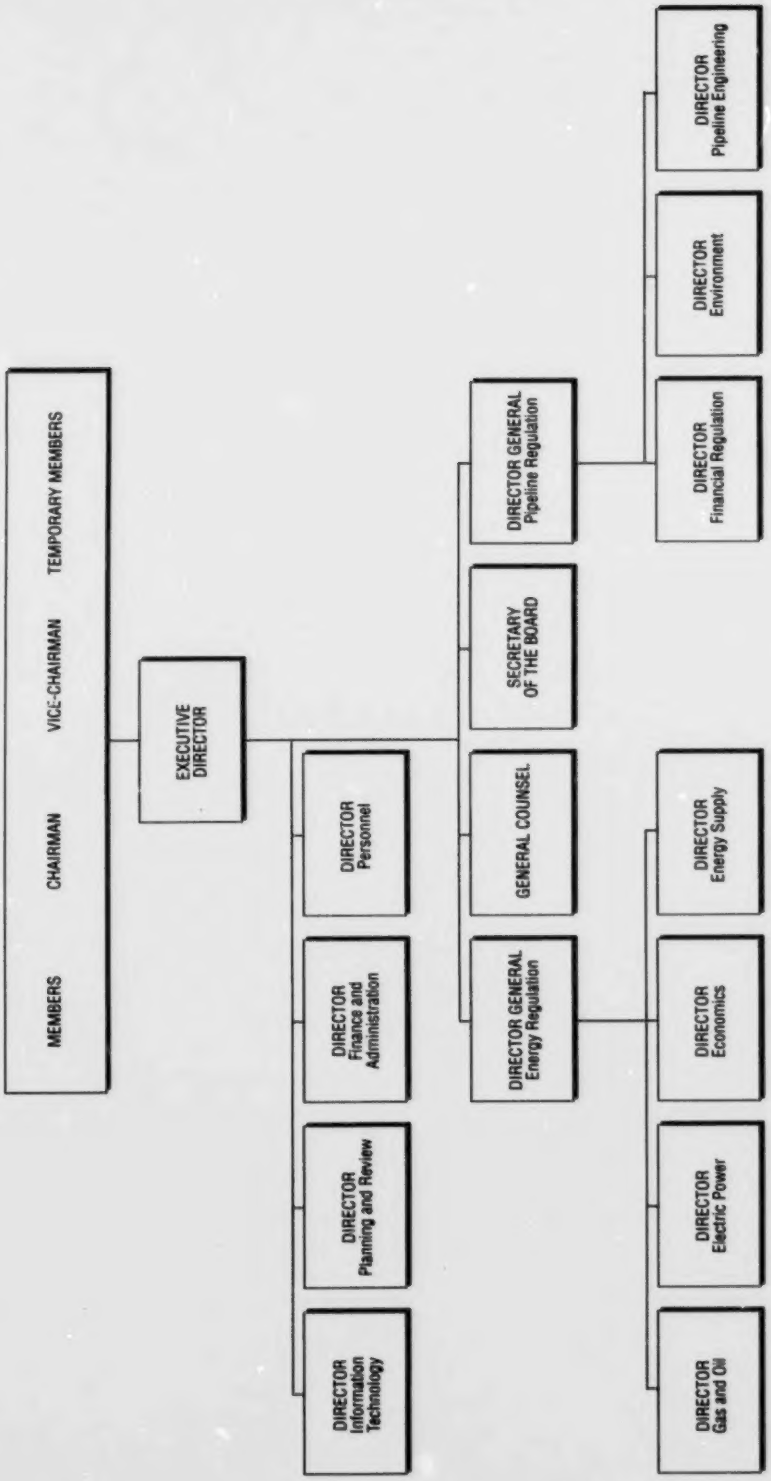
4500 16th Avenue NW
Calgary, Alberta
T3B 0M6
(403) 292-6700

Parliamentary Committee

House of Commons Standing Committee on Energy, Mines and Resources

Statutes

National Energy Board Act
Energy Administration Act
Northern Pipeline Act


National Energy Board
MEMBERS
CHAIRMAN
VICE-CHAIRMAN
TEMPORARY MEMBERS
EXECUTIVE DIRECTOR
DIRECTOR Information Technology
DIRECTOR Planning and Review
DIRECTOR Finance and Administration
DIRECTOR Personnel
DIRECTOR GENERAL Energy Regulation
GENERAL COUNSEL
SECRETARY OF THE BOARD
DIRECTOR GENERAL Pipeline Regulation
DIRECTOR Gas and Oil
DIRECTOR Electric Power
DIRECTOR Economics
DIRECTOR Energy Supply
DIRECTOR Financial Regulation
DIRECTOR Environment
DIRECTOR Pipeline Engineering

Petro-Canada

Head Office
150 6th Avenue SW
P.O. Box 2844
Calgary, Alberta
T2P 3E3

General Inquiries
Tel: (403) 296-8000
Fax: (403 296-3030

Minister
Minister of Energy, Mines and Resources

Principal Officers
Chairperson of the Board and Chief Executive Officer – William (Bill) H. Hopper, Q.C., Calgary, Alberta
President and Chief Operating Officer – James M. Stanford Calgary, Alberta
Board Members
Alfred E. Barroll, Calgary, Alberta
H. Reuben Cohen, Q.C., Moncton, New Brunswick
Harbanse S. Doman, Duncan, British Columbia
Anne R. Dubin, Q.C., Toronto, Ontario
William McBurney Elliott Q.C., Regina, Saskatchewan
Claude Fontaine, Montreal, Quebec
John H. Lundrigan, St. John's, Newfoundland
Helen M. Meyer, Toronto, Ontario
Jocelyne Pelchat, Montreal, Quebec
David E. Read, Dartmouth, Nova Scotia
William W. Siebens, Calgary, Alberta
Arni C. Thorsteinson, Winnipeg, Manitoba
Walter P. Twinn, Slave Lake, Alberta
President, Petro-Canada Resources Division – James M. Stanford
President, Petro-Canada Products Division – Barry D. Stewart
Senior Vice-President, Finance and Planning – Wesley R. Twiss

Historical Background

Formed as a result of the *Petro-Canada Act* in 1975, Petro-Canada is a Crown corporation wholly owned by the Government of Canada. Operations began in January 1976.

Overall Responsibilities

Petro-Canada operates in a commercial fashion, competing in today's oil and gas industry on the same basis as other integrated energy companies.

Organization and Programs

The Corporation is organized into two operating divisions and a small corporate staff.

Petro-Canada Resources explores for, produces and markets crude oil, natural gas and natural gas liquids.

Petro-Canada Products refines crude oil, distributes and markets petroleum products and offers customers related goods and services.

Regional Offices

Petro-Canada Products
Eastern Region
1 Place Ville Marie
Montreal, Quebec
H3B 4A9
Tel: (514) 878-7200
Fax: (514) 787-7041

Petro-Canada Products
Central Region
5140 Yonge Street, Suite 200
North York, Ontario
M2N 6L6
Tel: (416) 730-2000
Fax: (416) 730-2151

Petro-Canada Products
Western Region
P.O. Box 2844
Calgary, Alberta
T2P 3E3
Tel: (403) 296-8000
Fax: (403) 296-3030

Ottawa Regional Office
360 Albert Street, Suite 1600
Ottawa, Ontario
K1R 7X7
Tel: (613) 238-8951
Fax: (613) 563-9461

Parliamentary Committees

Senate Standing Committee on Energy and Natural Resources
Commons Standing Committee on Energy, Mines and Resources

Statute

Petro-Canada Act

Environment Canada

Legal Title
Department of the Environment

Head Office
10 Wellington Street
Hull, Quebec
K1A 0H3

General Inquiries
(819) 997-2800 (Inquiry Centre)
(819) 997-6820 (Director of Communications)

Minister
Minister of the Environment

Principal Officers
Deputy Minister – Len Good
Associate Deputy Minister – Lorette Goulet
Assistant Deputy Ministers
  Parks – J.D. Collinson
    Responsibilites: National Parks
      National Historic Parks and Sites
      Program Management

  Conservation and Protection – P.M. Higgins (acting)
    Responsibilities: Natural Resources Conservation
      (inland waters, wildlife)
      Environmental Quality Protection
      Environment-Economy Management

  Finance and Administration – W.E. Armstrong
    Responsibilities: Systems and Informatics
      Departmental Management Services
      Finances
      Human Resources Management

  Atmospheric Environment Service – E. Dowdeswell
    Responsibilities: Central Services
      Atmospheric Research
      Canadian Climate Centre
      Weather Services
      Policy, Planning and Assessment
  Policy – R.W. Slater
    Responsibilities: External Relations
      Corporate Programs and
      Services Policy
  Director General, Communications – Gilles-André Gosselin

CORE Chairpersons
CORE Committee of Regional Executives
Vancouver – P. Pender
Edmonton – B. Burns
Winnipeg – M. Balshaw
Toronto – D. Egar
Quebec – G. Desaulniers
Halifax – J. Vollmershausen

Historical Background

Environment Canada came into being in June 1971 with the proclamation of the *Government Organization Act* (GOA) 1970. The Department was created from components within the federal government that related to the natural environment. Subsequent organizational adjustments added significant responsibilities for Canada's natural and cultural heritage through the 1979 *Government Organization Act* and various orders-in-council.

Overall Responsibilities

In addition to matters related to the environment which are assigned by law, the Minister of the Environment is responsible for all matters over which Parliament has jurisdiction (not otherwise assigned to other federal departments, boards or agencies) with respect to:

- preserving and enhancing the quality of the natural environment, including water, air and soil;
- renewable resources, including migratory birds and other non-domestic flora and fauna;
- water;
- meteorology;
- enforcing rules and regulations made by the International Joint Commission relating to boundary waters, and questions arising between Canada and the United States on the preservation and enhancement of the natural environment;
- co-ordinating federal policies and programs respecting the preservation and enhancement of the quality of the natural and built environment; and
- national parks, national marine parks, national historic sites, historic canals, historic plaques and monuments to commemorate places and events of national importance, and the National Battlefields Commission.

Organization and Programs

The Department's operational activities are carried out by three line organizations:

- the Atmospheric Environment Service;
- Conservation and Protection; and
- the Canadian Parks Service.

Five staff organizations – the Corporate Policy Group, the Finance and Administration Service, the Human Resources Directorate, the Communications Directorate and the Science Advisor – provide policy direction, management, co-ordination and common support services to the line organizations.

Atmospheric Environment Service (AES)
The Atmospheric Environment Service ensures that Canada has adequate information on the state of the atmosphere, ice and seas for the safety of life, the security of property, the greater efficiency of economic activities, and the maintenance and enhancement of the quality of the environment.

In order to achieve that goal, activities in several categories are carried out:

- gathering, analysing, interpreting and disseminating information, on a 24-hour basis, in the form of weather, climate, ice and sea-state forecasts, warnings and reports;
- providing advice to the general public and specialized users about the effects of atmospheric conditions on individual social and economic activities;
- monitoring the effects of human activity on the quality of the atmospheric environment as a basis for providing policy advice and public information; and
- conducting scientific research in order to improve weather prediction capability and to obtain adequate information on the atmospheric, chemical and physical environment for informed policy decisions relating to environmental quality.

The Service is divided into five directorates:

- the Weather Services Directorate
- the Canadian Climate Centre (CCC)
- the Central Services Directorate (CSD)
- the Atmospheric Research Directorate (ARD)
- the Policy, Planning and Assessment Directorate

Conservation and Protection Service (C&P)
C&P contributes to the conservation and protection of Canada's environment by influencing human activities in order to protect a state of the environment necessary for the health and well-being of people, the health and diversity of ecosystems, and the sustained use of natural resources. C&P operates in three areas:

- natural resources conservation
- environment-economy management
- environmental quality protection

Canadian Parks Service (CPS)
The Canadian Parks Service exists "to protect those places which are significant examples of Canada's natural and cultural heritage for the benefit, understanding and enjoyment of the people of Canada in ways which leave that heritage unimpaired for future generations." The Service establishes, develops and manages national parks, national historic parks and sites, heritage canals and co-operative heritage areas.

Corporate Policy Group (CPG)
The Corporate Policy Group provides advice and assistance to the Minister, Deputy Minister and senior departmental managers regarding the overall direction of Environment Canada. It integrates the complex range of the Department's mandate, the interjurisdictional and interdependent nature of environmental issues, and the link between the economy and the environment.

Finance and Administration (F&A)
Finance and Administration is responsible for developing policies, systems and procedures, to be applied throughout the Department. The Assistant Deputy Minister of F&A is responsible for corporate financial management and budgeting, operational planning and resource programming, administrative services, central computing and applied statistics services, personnel services in the Administration Program and management improvements throughout the Department.

Human Resources Directorate
Beside providing a full range of professional services, Human Resources helps develop plans and practices to best use departmental employees while maintaining their motivation and satisfaction. The Directorate must also apply both departmental and public services policies and regulations with equity and consistency.

Communications Directorate
The Communications Directorate's activities include:

- communications advice, public affairs analysis, strategic planning and communications delivery on major environmental issues of concern to Canadians;
- operational support, which includes arranging national and regional news conferences, media relations and special events management; and
- co-ordinating the preparation of news releases and ministerial speeches.

Science Advisor
The Office of the Science Advisor serves as a focal point for the Department in matters concerning environmental science and technology, and advises the Deputy Minister and senior management on strategic scientific issues and on how sound scientific research can influence the development and implementation of environmental policies.

Regional Offices

Atlantic
Communications Director
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
(902) 426-1930

Quebec
Communications Director
3 Buade Street
P.O. Box 6060
Quebec, Quebec
G1R 4V7
(418) 648-7204

Ontario
Communications Director
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
(416) 973-1093

Western and Northern
Communications Director
Twin Atria 2, 2nd Floor
4999 98th Avenue
Edmonton, Alberta
T6B 2X3
(403) 468-8074

Pacific and Yukon
Communications Director
Kapilano 100, 3rd Floor
Park Royal South
West Vancouver, British Columbia
V7T 1A2
(604) 666-5902

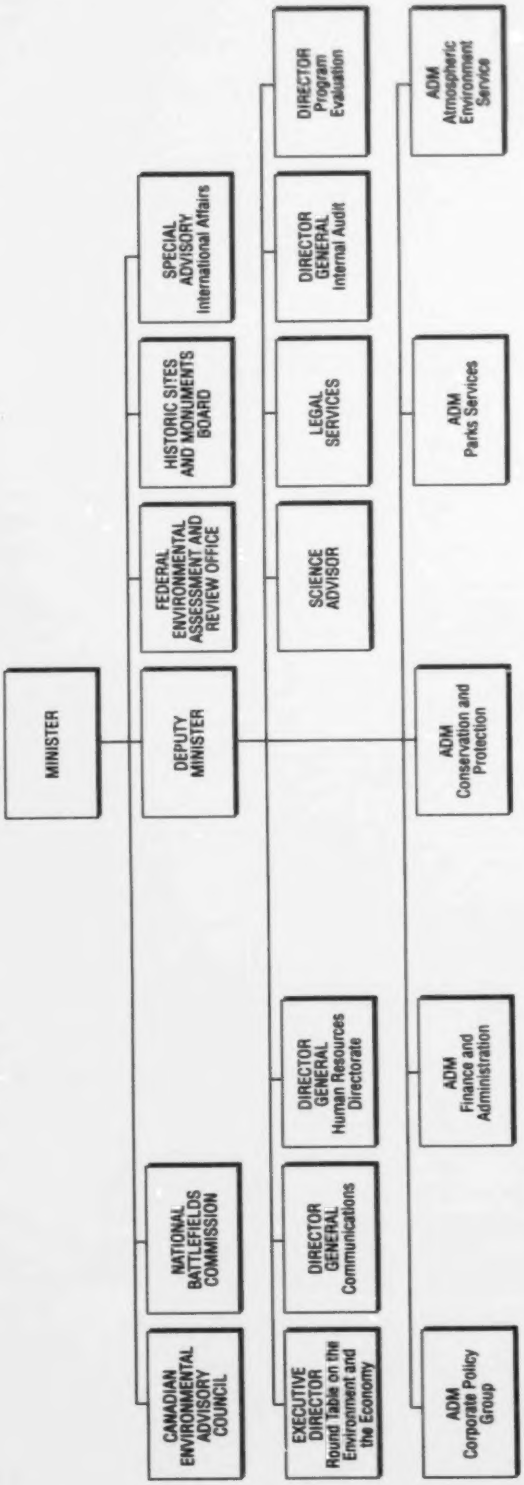
Parliamentary Committee

Standing Committee on the Environment

Statutes

Canada Water Act
Canadian Environmental Protection Act
Canadian Environment Week Act
Environmental Contaminants Act
Game Export Act
Department of the Environment Act
Heritage Railway Stations Act
Historic Sites and Monuments Act
International River Improvements Act
Lac Seul Conservation Act
Lake of the Woods Control Board Act
Migratory Birds Convention Act
Mingan Archipelago National Park Act
National Battlefields at Quebec Act
National Parks Act
National Wildlife Week Act
Resources and Technical Surveys Act
Weather Modification Information Act
Canada Wildlife Act

Environment Canada


MINISTER
DEPUTY MINISTER
CANADIAN ENVIRONMENTAL ADVISORY COUNCIL
NATIONAL BATTLEFIELDS COMMISSION
FEDERAL ENVIRONMENTAL ASSESSMENT AND REVIEW OFFICE
HISTORIC SITES AND MONUMENTS BOARD
SPECIAL ADVISORY International Affairs
EXECUTIVE DIRECTOR Round Table on the Environment and the Economy
DIRECTOR GENERAL Communications
DIRECTOR GENERAL Human Resources Directorate
SCIENCE ADVISOR
LEGAL SERVICES
DIRECTOR GENERAL Internal Audit
DIRECTOR Program Evaluation
ADM Corporate Policy Group
ADM Finance and Administration
ADM Conservation and Protection
ADM Parks Services
ADM Atmospheric Environment Service

The National Battlefields Commission

Head Office

390, de Bernières
Quebec City, Quebec
G1R 2L7

General Inquiries

(418) 648-3506

Minister

Minister of the Environment

Principal Officers

Chairperson – Jacques Villeneuve
Commissioners – Louis-Philippe Bonneau
Constance de Lottinville
Francois Lavoie
Marc O'Neill
Roger Rochette
Raymond Thivierge
Paul Thomassin
Secretary and Management Head – Michel Leullier

Historical Background

The National Battlefields Commission was established in 1908 by the *National Battlefields Quebec Act*.

Overall Responsibilities

The Commission was established to acquire, preserve and develop the historic sites where the great battles of Quebec were fought. Its first achievement consisted in organizing the celebrations marking the tricentennial of Quebec City.

Then, after a successful international appeal for funds to acquire land, the Commission began developing its two parks, Battlefields Park and Des Braves Park.

Acquiring the land for these parks took 46 years, from 1908 to 1954. Since that time, the Commission has dedicated its efforts to preserving and developing its land and resources.

Organization and Programs

The National Battlefields Commission is divided into five services.

Financial Services

This service prepares the budgets and manages the accounting registers, the payroll system and social benefits, accounts payable, accounts receivable, the preparation of the financial report, and the Commission's computer system.

Operations and Activities

In addition to looking after the upkeep of the grounds, the buildings and substructures of the Commission, this Service supervises activities held on Commission territory.

Horticultural Service

This Service is mainly responsible for the production, planting, and upkeep of plants, the decoration of the grounds, protection and care of trees, shrubs, and also for some landscaping.

Security Service

Security for the protection of users of the Commission's territory and of the property itself is provided by this Service. It also ensures that government property traffic regulations and the Battlefields Park regulations are respected.

Visitor Reception and Interpretation Services

As well as receiving park visitors, this Service develops interpretive programs for the historical events which have taken place at the Parks. It also promotes these sites.

Regional Offices

None

External Affairs and International Trade Canada

Legal Title
Department of External Affairs

Head Office
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

General Inquiries
(613) 996-9134
(613) 992-9710 (Director General, Communications Services)

Ministers
Secretary of State for External Affairs
Minister for International Trade
Minister for External Relations and International Development

Principal Officers

Undersecretary of State for External Affairs	– de Montigny Marchand
Associate Undersecretary of State for External Affairs	– Donald W. Campbell
Associate Undersecretary of State for External Affairs	– Raymond Chrétien
Assistant Deputy Ministers	
Senior Assistant Deputy Minister (United States)	– Michael Phillips
Co-ordinator Free Trade Agreement	– Konrad von Finckenstein
Special Projects	– Michael R. Bell
Political and International Security Affairs	– Jeremy K.B. Kinsman
Communications and Culture	– C. Peter Daniel
Multilateral Trade	– G.A. Denis
International Trade Development	– Reg H. Dorrett
Latin America and Caribbean	– Louise Frechette
Consular, Immigration and Passport Affairs	– Edward G. Lee
Asia and Pacific	– Jean C. McCloskey
Finance and Administration	– Roger J. Marsham
Economic and Trade Policy	– John L. Paynter
Africa and Middle East	– Marc Perron
United States Relations	– Michael Phillips
Europe	– Jacques S. Roy
Personnel	– Peter Walker
Directors General (Communications)	
Foreign Policy and General Communications	– J. Whittleton
Trade Communications	– Alain Dudoit
Communications Services	– Peter Lloyd

Historical Background

External Affairs and International Trade Canada derives its legislative authority from the 1985 *Department of External Affairs Act*. In the economic field, an important legislative instrument is the *Export and Import Permits Act*. It gives the government the authority to control and monitor the transborder flow of specified goods.

Overall Responsibilities

External Affairs and International Trade Canada executes the federal government's foreign policy. It:

- supervises relations between Canada and other countries;
- represents Canada in foreign countries and at international conferences;
- develops and promotes Canada's international trade;
- assists Canadians travelling abroad;
- manages Canada's immigration program abroad and co-ordinates external aspects of immigration policies and programs;
- contributes to the formulation of Canadian aid policy; and
- implements the Official Development Assistance Program in the field.

Organization and Programs

The Secretary of State for External Affairs manages the overall mandate of the Department.

The Minister for International Trade assists in the management of the Department and is responsible for international trade relations and export promotion.

The Minister for External Relations and International Development supports the Secretary of State for External Affairs in international development assistance, social, cultural and humanitarian affairs.

The Department has established a number of special offices for priority activities. These include:

- Ambassador for Multilateral Trade Negotiations
- Prime Minister's Personal Representative for the Economic Summit
- Ambassador for Disarmament
- Chief Air Negotiator

The Department is organized on a functional or geographic basis, with geographic branches supported by administrative branches.

Geographic branches manage and co-ordinate the full range of Canadian bilateral policy and relations,

program delivery and operations abroad. There are five geographic regions:
- Africa and Middle East
- Asia and Pacific
- United States
- Europe
- Latin America and the Caribbean

Functional branches are responsible for:
- policy formulation;
- program planning and co-ordination in the areas of trade, economic and political relations, legal and consular affairs, communications and culture;
- co-ordinating immigration policy input;
- sharing responsibility with Employment and Immigration Canada for development and co-ordination of the overseas immigration program; and
- co-ordinating the delivery abroad of Tourism Canada and Canadian International Development Agency policies and programs.

Missions abroad fall into two categories.

Multilateral missions serve Canadian interests with international organizations, such as the UN, OECD and NATO.

Bilateral missions, accredited to specific countries, are organized functionally. Larger missions manage a full range of programs, while smaller missions specialize in specific areas.

Departmental programs are divided into two general areas: Canadian Interests Abroad and World Exhibitions.

Canadian Interests Abroad
This Program is the central focus of Canada's external relations. There are several areas, involving both policy development and program delivery, which are carried out at all Canadian missions abroad.

Economic Relations covers policy development and management of the economic aspects of Canada's relationships with foreign countries. This includes the development and promotion of Canada's economic interests in bilateral and multilateral forums.

Political Relations manages the political dimensions of Canada's relationships with foreign countries. This involves developing and promoting Canada's bilateral and multilateral interests and strengthening its influence abroad.

Trade and Investment Development expands Canada's share of export markets in the host countries. It covers all aspects of trade development, investment and technology acquisition, including:
- assistance to Canadian exporters and organizations;
- support to fairs, missions and major projects;
- identification and sourcing of market and business opportunities;
- corporate liaison; and
- identification and reporting of appropriate sources of foreign investment and technology.

Tourism delivers Tourism Canada's program to promote Canada as a destination for tourists. Tasks include:
- advertising and marketing
- public relations
- co-ordination and presentation of displays
- publications
- consumer promotion activities
- educational tours

Tourism funds are provided directly by Tourism Canada.

Official Development Assistance (ODA) deals with the implementation of Canada's aid program abroad by
- supporting the economic, technical, educational and social development of developing countries;
- providing humanitarian assistance;
- pursuing Canada's political and economic interests;
- analysing and reporting on the development plans of host countries;
- identifying potential aid projects;
- providing input for aid policy development, relating to specific countries and regions; and
- negotiating aid protocols and agreements.

Immigration looks after the reunification of families. It also:
- fulfils Canada's international obligations towards refugees;
- selects skilled manpower and entrepreneurs;
- facilitates the entry of bona fide visitors to Canada; and
- reports on immigration and demographic policy, labour market, human resource development and refugee policy in the host countries.

The consular area protects the interests of Canadians living and travelling abroad. It assists those whose welfare is in jeopardy and provides services relating to passports, citizenship and legal and notarial requirements.

Communications and Culture uses public communications in Canada and public diplomacy abroad to increase awareness and understanding of Canada's role in the world and to promote Canada to the world. Activities include:
- communications support to major international events;
- management of issues involving Canada;
- support to Canadian artistic endeavours abroad;
- assistance to study, teach or publish about Canada abroad;

- publication of a wide range of general and specific communications;
- assistance to Canadian sports organizations;
- marketing Canadian cultural and educational goods and services;
- informing and advising Canadian business, the travelling public, organizations and others interested in international affairs; and
- constructive relations with Canadian and foreign media.

Administration provides comprehensive services in support of its own and other government departments operating abroad. These include:
- management and provision of office space and equipment and staff quarters;
- engaging local support staff;
- providing communications facilities;
- looking after security, financial, personnel and general administrative support.

World Exhibitions Program
This Program is responsible for Canada's participation in selected international expositions.

Regional Offices

None

Parliamentary Committee

Standing Committee on External Affairs and International Trade

Statutes

Asia-Pacific Foundation of Canada Act
Bretton Woods Agreements Act
Canadian Institute for International Peace and Security Act
Canadian Commercial Corporation Act
Cultural Property Export and Import Act
Diplomatic and Consular Privileges and Immunities Act
Export and Import Permits Act
Food and Agriculture Organization of the United Nations Act
Forgiveness of Certain Official Development Assistance Debts
Fort-Falls Bridge Authority Act
The Geneva Conventions Act
International Boundary Waters Treaty Act
International Centre for Ocean Development Act
International Development (Financial Institutions) Continuing Assistance Act
International Development Research Centre Act
Privileges and Immunities (International Organizations) Act
Privileges and Immunities (North Atlantic Treaty Organizations) Act
Prohibition of International Air Services Act
Rainy Lake Watershed Emergency Control Act
Roosevelt-Campobello International Park Commission Act
Skagit River Valley Treaty Implementation Act
Softwood Lumber Products Charge Act
State Immunity Act
Territorial Sea and Fishing Zone Act
United Nations Act

Canadian Commercial Corporation

Head Office
50 O'Connor Street, 11th Floor
Ottawa, Ontario
K1A 0S6

General Inquiries
(613) 996-0034

Minister
Minister for International Trade

Principal Officers

President and Chief Executive Officer	– Hugh J. Mullington
Executive Vice-President	– O.I. Matthews
Vice-President, Corporate Affairs	– Christian Sarrazin
Vice-President, U.S. Operations	– Norman E. McIntosh
Comptroller	– F.O. Kelly
Secretary and General Counsel	– Jean-Pierre Cloutier

Historical Background
The Canadian Commercial Corporation (CCC), a Crown corporation was established in 1946 by the *Canadian Commercial Corporation Act.*

Overall Responsibilities
The Corporation assists in the development of trade between Canada and other nations and helps persons in Canada, either to obtain goods and commodities from outside Canada, or to dispose of goods and commodities that are available for export from Canada. It limits itself to acting as prime contractor in the sale of Canadian goods and services to foreign governments and international agencies, on a government-to-government basis.

Organization and Programs
The Corporation consists of five groups:
- Corporate Affairs which looks after the MIS/EDP function, administration, personnel and corporate communications;
- Finance;
- Legal Services;
- Overseas Operations; and
- U.S. Operations

Regional Offices
None

Parliamentary Committees
Parliamentary Standing Committee on External Affairs and International Trade
Senate Standing Committee on Banking, Trade, and Commerce
Cabinet Committee: Trade Executive Committee

Canadian International Development Agency

Head Office
200 Promenade du Portage
Hull, Quebec
K1A 0G4

General Inquiries
(819) 997-6100
(819) 953-6060 (Communications Branch)

Ministers
Secretary of State for External Affairs
Minister for External Relations and
International Development

Prinicipal Officers
President – Marcel Massé
Senior Vice-President – Douglas Lindores
Acting Director General,
Communications Branch – André Champagne
Vice-Presidents,
  Policy – Nicole Sénécal
  Business Cooperation – J. Denis Belisle
  Multilateral – Noble Power
  Special Programs – Lewis Perinbam
  Francophone Africa – André Gingras
  Americas – John Robinson
  Anglophone Africa – Pierre Racicot
  Asia – David Holdsworth
  Professional Services – Danielle Wetherup
  Comptroller – R. J. Herring

Historical Background

The Canadian International Development Agency (CIDA) was originally established as the External Aid Office by an order of the Governor in Council in 1960 and was renamed in 1968. As there is no separate legislation establishing CIDA, the agency's legislative authority today is contained in the *Government Organization Act* of 1983.

Overall Responsibilities

CIDA is the federal government agency responsible for implementing Canada's official development assistance (ODA) policies and administering most of the ODA budget. It implements and supports projects together with the governments of recipient countries, or with development partners such as Canadian non-governmental organizations and businesses or multilateral organizations. In this way, the Agency helps the people of developing countries to achieve self-sustainable economic and social development according to their needs and environment. It provides humanitarian assistance and contributes to Canada's political and economic interests abroad in promoting social justice, international stability and long-term economic relationships, for the benefit of the global community.

Organization and Programs

Organizational Structure:
CIDA comprises 13 branches – seven program branches and six service branches.

Of the seven program branches, Anglophone Africa, Francophone Africa, Americas and Asia are responsible for the management of aid programs established between Canada and individual countries; the Business Co-operation Branch encourages co-operation between Canadian industry and industry in developing countries; the Special Programs Branch assists development activities carried out through Canadian and international non-governmental organizations; and the Multilateral Programs Branch co-ordinates the Agency's food aid program and its support to such institutions as United Nations agencies and various development banks, and humanitarian assistance provided in emergency situations.

Of the six service branches, the Policy Branch is responsible for the development of long-range policies and strategies that guide Canada's aid program; the Communications Branch advises the Agency on public information and implements its communication strategy, co-ordinating activities in such fields as publications, audio-visual, speeches, exhibitions, media relations and special events; the Professional Services Branch provides technical and professional advice to the program branches; the Operations Services Branch develops a systematic and professional approach to project management; the Comptroller's Branch manages the Agency's financial planning, management and control capabilities; and the Personnel and Administration Branch provides services and advice in the areas of personnel, official languages, management consulting, security, general administration and documentation management.

Programs

Canada's assistance program is divided into two distinct parts – each with half of the ODA program budget. The first part, called the Partnership Program, supports initiatives and programs shaped by CIDA's Canadian and international partners-in-development such as universities, labour unions, co-operatives, international financial institutions, non-governmental organizations, business communities and multilateral organizations. The other half of Canada's ODA, called the National Initiatives Program, consists of bilateral assistance (government to government), in the form of program and project assistance, including support for scholarships and other training programs.

Regional Offices

Decentralized development assistance programs are based at Canadian high commissions and embassies abroad. The following list includes nine diplomatic posts and the 11 satellite offices associated with them:

Americas

The Canadian High Commission
P.O. Box 404
Bridgetown, Barbados

The Canadian Embassy
Apartado Postal 10303
San José, Costa Rica

Satellite offices in Honduras and Guatemala.

Francophone Africa

Ambassade du Canada
C.P. 3373
Dakar, Sénégal

Satellite office in Conakry, Guinée

Ambassade du Canada
01 B.P. 4101
Abidjan 01, Côte d'Ivoire

Satellite offices in Mali, Burkina Faso and Niger.

Anglophone Africa

The Canadian High Commission
P.O. Box 1022
Dar-es-Salaam, Tanzania

The Canadian High Commission
P.O. Box 1430
Harare, Zimbabwe

Satellite offices in Zambia, Botswana, Lesotho, Malawi and Mozambique.

Asia

The Canadian Embassy
P.O. Box 971
Commercial Centre, Makali, Rizal
Manila, Philippines

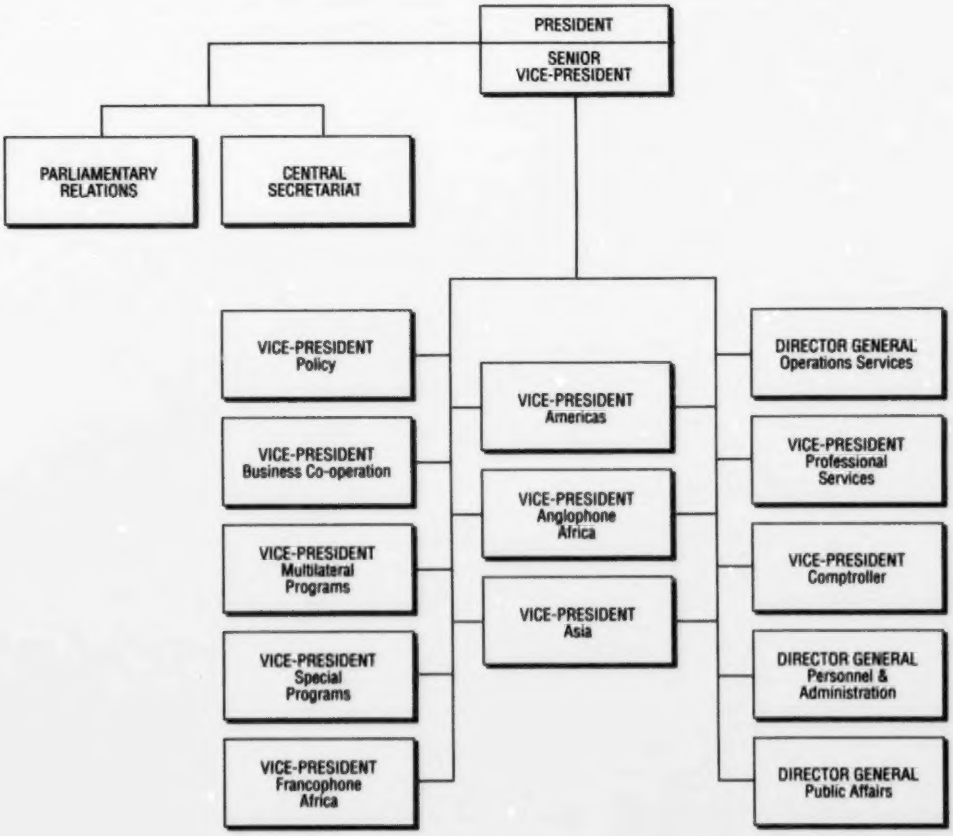
The Canadian High Commission
8 Maxwell Road, P.O. Box 845
Singapore 9016, Singapore

The Canadian Embassy
P.O. Box 52\JKT
Jakarta, Indonesia

Parliamentary Committee

Standing Committee on External Affairs and International Trade

Canadian International Development Agency


PRESIDENT
SENIOR VICE-PRESIDENT
PARLIAMENTARY RELATIONS
CENTRAL SECRETARIAT
VICE-PRESIDENT Policy
VICE-PRESIDENT Business Co-operation
VICE-PRESIDENT Multilateral Programs
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VICE-PRESIDENT Anglophone Africa
VICE-PRESIDENT Asia
DIRECTOR GENERAL Operations Services
VICE-PRESIDENT Professional Services
VICE-PRESIDENT Comptroller
DIRECTOR GENERAL Personnel & Administration
DIRECTOR GENERAL Public Affairs

Export Development Corporation

Head Office
151 O'Connor Street
P.O. Box 655
Ottawa, Ontario
K1P 5T9

General Inquiries
(613) 598-2500
(613) 598-2706 (General Manager, Communications)

Minister
Minister for International Trade

Principal Officers

President and CEO	– R.L. Richardson
Senior Vice-President Finance and Treasurer	– M.D.J. Bakker
Senior Vice-President Export Insurance	– B.R. King
Senior Vice-President Export Financing	– R. Van Adel
Senior Vice-President Marketing	– R. Pruneau
Chairperson of the Board	– *V.E. Daughney
Vice-Chairperson	– *C. Diamond
Directors	– D. Campbell *T.A. Chisholm *J.W. Chomiak *J. Dietcher F.W. Gorbet *J.T. Humphries *W. James *J. Laurent M. Massé *T.M. Munn R.L. Richardson *J.M. Romanchuk *M.J. Sabia (* denotes private sector Board member)
General Manager, Marketing and Communications	– R. Fothergill
Vice-President, Human Resources and Administration	– W.J.H. Musgrove
Vice-President, Legal Services and Secretary	– G. Ross

Historical Background

The Export Development Corporation (EDC) is a Crown corporation, established in 1969 by the *Export Development Act*. EDC succeeded the Export Credits Insurance Corporation which had been created in 1944. The Corporation is Canada's official export credit agency and is an agent of Her Majesty.

Overall Responsibilities

EDC's mandate is to facilitate the growth of Canadian Export trade by providing insurance to exporters, financing to foreign buyers of Canadian goods and services, and guarantees to financial institutions which themselves support Canadian exporters. Operated on a commercial basis, EDC applies premiums on insurance coverage, charges fees for its financing and guarantees services, and requires foreign borrowers to repay the principal and interest on EDC loans. The Corporation funds its operations on the international and domestic capital markets. Securities issued are a direct and unconditional obligation of EDC and consequently of Canada.

Organization and Programs

A variety of financial services is provided to enable Canadian firms to compete effectively in the international marketplace. In addition to the support groups (Finance and Treasury, Human Resources and Administration, and Legal Services and Secretariat) there are three operating groups entrusted with developing and delivering these financial services to the export community.

The Export Insurance Group is responsible for EDC's export credit insurance, foreign investment insurance and performance-related guarantee programs.

The Export Financing Group is responsible for the Corporation's loan and loan guarantee programs.

The Marketing Group manages the research program, product development and pricing, corporate communications and the marketing and sale of EDC products across Canada through a network of regional offices.

Services provided by EDC are available to Canadian firms of any size, operating in any sector and in any part of the country.

Regional Offices

Vancouver Office
One Bentall Centre
505 Burrard Street, Suite 1030
Vancouver, British Columbia
V7X 1M5
Tel: (604) 688-8658
Fax: (604) 688-3710
(Serving British Columbia and Yukon)

Calgary Office
510 5th Street S.W., Suite 1030
Calgary, Alberta
T2P 3S2
Tel: (403) 294-0928
Toll-free: 1-800-661-8638
Fax: (403) 294-1133
(Serving Alberta and the Northwest Territories)

Winnipeg Office
330 Portage Avenue, 8th Floor
Winnipeg, Manitoba
R3C 0C4
Tel: (204) 983-5114
Toll-free: 1-800-665-7871
Fax: (204) 983-2187
(Serving Manitoba and Saskatchewan)

London Office
451 Talbot Street, Suite 303
London, Ontario
N6A 5C9
Tel: (519) 645-5828
Fax: (519) 645-4483
(Serving southwestern Ontario)

Toronto Office
National Bank Building, Suite 810
150 York Street
P.O. Box 810
Toronto, Ontario
M5H 3S5
Tel: (416) 973-6211
Fax: (416) 862-1267
(Serving Ontario)

Montreal Office
800 Victoria Square, Suite 2724
P.O. Box 124, Tour de la Bourse Postal Station
Montreal, Quebec
H4Z 1C3
Tel: (514) 283-3013
Fax: (514) 878-9891
(Serving Quebec)

Halifax Office
Toronto-Dominion Bank Building
Suite 1003
1791 Barrington Street
Halifax, Nova Scotia
B3J 3L1
Tel: (902) 429-0426
Fax: (902) 423-0881

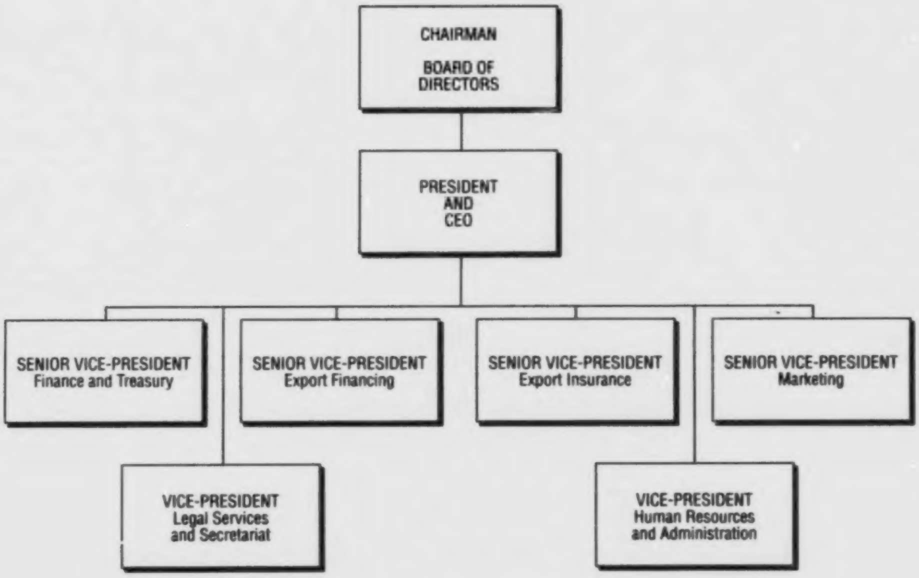
Parliamentary Committee

External Affairs and International Trade

Statute

Export Development Act

Export Development Corporation


CHAIRMAN
BOARD OF DIRECTORS
PRESIDENT AND CEO
SENIOR VICE-PRESIDENT Finance and Treasury
SENIOR VICE-PRESIDENT Export Financing
SENIOR VICE-PRESIDENT Export Insurance
SENIOR VICE-PRESIDENT Marketing
VICE-PRESIDENT Legal Services and Secretariat
VICE-PRESIDENT Human Resources and Administration

International Development Research Centre

Head Office
250 Albert Street
P.O. Box 8500
Ottawa, Ontario
K1G 3H9

General Inquiries
(613) 236-6163

Minister
Secretary of State for External Affairs

Principal Officers

President	– Ivan L. Head
Chairperson of the Board	– Janet Wardlaw
Vice-Chairperson	– Peter Larkin
Directors	– Anne-Claude Bernard-Bonnin Albert J. Butros Gelia T. Castillo Umberto P. Colombo Joan Foley Ivan L. Head Gerald K. Helleiner Walter J. Kamba Alexander A. MacDonald Lucille M. Mair Marcel Massé Robert C. McGinnis Sadako Ogata Jean-Guy Paquet Marie-Josée Pinard Xí Hui Da Clara Zomer
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Program	– James Mullin
Secretary and General Counsel	– Robert Auger
Directors	
Fellowships and Awards	– Gerald R. Bourrier
Planning and Evaluation	– W. Douglas Daniels
Agriculture, Food and Nutrition Sciences	– Geoffrey C. Hawtin
Communications	– David Nostbakken
Human Resources	– J. Allan Rix
Information Sciences	– Martha B. Stone
Earth and Engineering Sciences	– Mousseau Tremblay
Social Sciences	– Anne V.T. Whyte
Health Sciences	– Richard Wilson
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Latin America and the Caribbean (Montevido)	– L. Fernando Chaparro
Southeast Asia and East Africa (Singapore)	– Christopher W. MacCormac (Acting)
Middle East and North Africa (Cairo)	– Fawzy Kishk
South Asia (New Delhi)	– Vijay G. Pande
West and Central Africa (Dakar)	– Pierre Sane

Historical Background

The International Development Research Centre (IDRC) was created in 1970, as a Canadian response to a widening awareness of the absence within the developing countries of an indigenous scientific competence. These countries needed to apply science and technology to their specific development problems.

Because Centre funds are categorized as Official Development Assistance, they are part of the expenditure envelope of the Secretary of State for External Affairs. IDRC is identified in the Government Spending Estimates as a distinct aid channel.

The special status of IDRC was reaffirmed by Parliament with the passage, in 1984, of the *Crown Corporations Act.*

Overall Responsibilities

The Centre initiates, encourages, supports and conducts research into the problems of the developing regions of the world. It also looks for ways to apply and adapt scientific, technical and other knowledge to the economic and social advancement of those regions.

To do so, the Centre:

- enlists the talents of natural and social scientists and technologists from Canada and other countries;
- assists the developing regions to build up their research capabilities;
- encourages the co-ordination of international development research; and
- fosters research co-operation on development problems between the developed and developing regions for their mutual benefit.

Organization and Programs

Seven divisions carry out the Centre's mandate.

Agriculture, Food and Nutrition Sciences

This Division's goal is to improve the individual's access to food and other basic necessities. It does so by creating employment and income-generating opportunities to increase food production and raise the purchasing power of the poor.

It is divided into seven program areas:
- Crop Production Systems improves production practices used by resource-poor farm families;
- Animal Production Systems emphasizes management and feeding over breeding, with attention to forage production, pasture management and by-product utilization;
- Fisheries enhances the potential of fishing communities, fisheries management and fish farming;
- Forestry emphasizes community over industrial forestry and the role of trees in soil and water conservation;
- Agricultural Economics complements commodity-oriented programs;
- Postproduction Systems aims to increase the availability of food to the poor by reducing waste and improving food processing; and
- Nutrition is incorporated wherever possible in all programs as well as in specific projects.

Health Sciences

Encouraging an environment within which the community, researchers and health workers can act together to improve and maintain community health is the responsibility of this Division. There are three main program areas:
- Health and Community Programs identifies and develops action-oriented, community-based research initiatives;
- Health Systems supports research that will make the health care system more responsive to the needs of the community; and
- Health and Environment promotes projects related to water and water use, community sanitation and occupational health.

Social Sciences

This Division helps societies gain an understanding of how development affects people and institutions and how they, in turn, affect development. This is done through support for research in:
- economic policy, including studies on debt, trade, financial management, industrialization and agriculture;
- environmental policy and the search for environmentally sustainable development;
- population, education and society;
- urban development; and
- gender and development.

Information Sciences

Making the ever-increasing volume of scientific, technical and socioeconomic information available to Third World countries to assist in their development efforts is the responsibility of this Division. In doing so, it:
- supports improvements to systems, services and tools for managing and using information for development;
- offers MINISIS, a versatile software package developed by IDRC, free to nonprofit organizations in developing countries; and
- makes IDRC's library services available to Canadians working in international development.

Earth and Engineering Sciences

This Division uses engineering principles to deal with environmental problems of a geological nature. This includes:
- earthquakes and volcanos;
- soil erosion and slope instability;
- underground water supply and contamination; and
- extracting and processing local natural resources.

The Technology for Local Enterprises Program supports applied research into the productivity, efficiency and profitability of small- and medium-scale enterprises, emphasizing use of local resources and upgrading local production methods.

Fellowships and Awards

Training activities promote a strong scientific community in the developing world by providing trainees, identified from within IDRC-funded projects and institutional networks, with short-term specialized training, graduate-degree training and scholarly exchanges.

The Canadian academic community assists through the Young Canadian Researchers Award and the Gemini Internship in Journalism.

Communications

Encouraging greater interaction and knowledge sharing between scientists world wide is the mandate of this Division. It also promotes increased dissemination of research results by:
- supporting projects that use research results from IDRC-funded projects;
- researching the most effective methods of communicating in the developing world; and
- developing projects that directly support individuals and institutions in publishing, media, translation and marketing.

Regional Offices

Southeast and East Asia (Singapore)
Tanglin P.O. Box 101
Singapore 9124
Republic of Singapore
Tel: 235-1344
Cable: IDRECENTRE SINGAPORE
Telex: RS 21076
Fax: 235-1849

South Asia (India)
11 Jor Bagh
New Delhi 110003, India
Tel: 61.94.11
Telex: 31 61536 IDRC IN

Eastern and Southern Africa (Kenya)
P.O. Box 62084
Nairobi, Kenya
Tel: 33.08.50
Cable RECENTRE NAIROBI
Telex: 23062 RECENTRE

Middle East and North Africa (Egypt)
P.O. Box 14
Orman, Giza
Cairo, Egypt
Tel: 73.87.60
Telex: DEVCN UN 92520

West and Central Africa (Senegal)
BP 11007, CD Annexe
Dakar, Senegal
Tel: 24.42.31
Cable: RECENTRE DAKAR
Telex: 21674 RECENTRE SG

Latin America and the Caribbean (Uruguay)
Casilla de Correos 6379
Montevideo, Uruguay
Tel: 92.20.43
Cable: RECENTRE MONTEVIDEO
FAX: 92.02.23

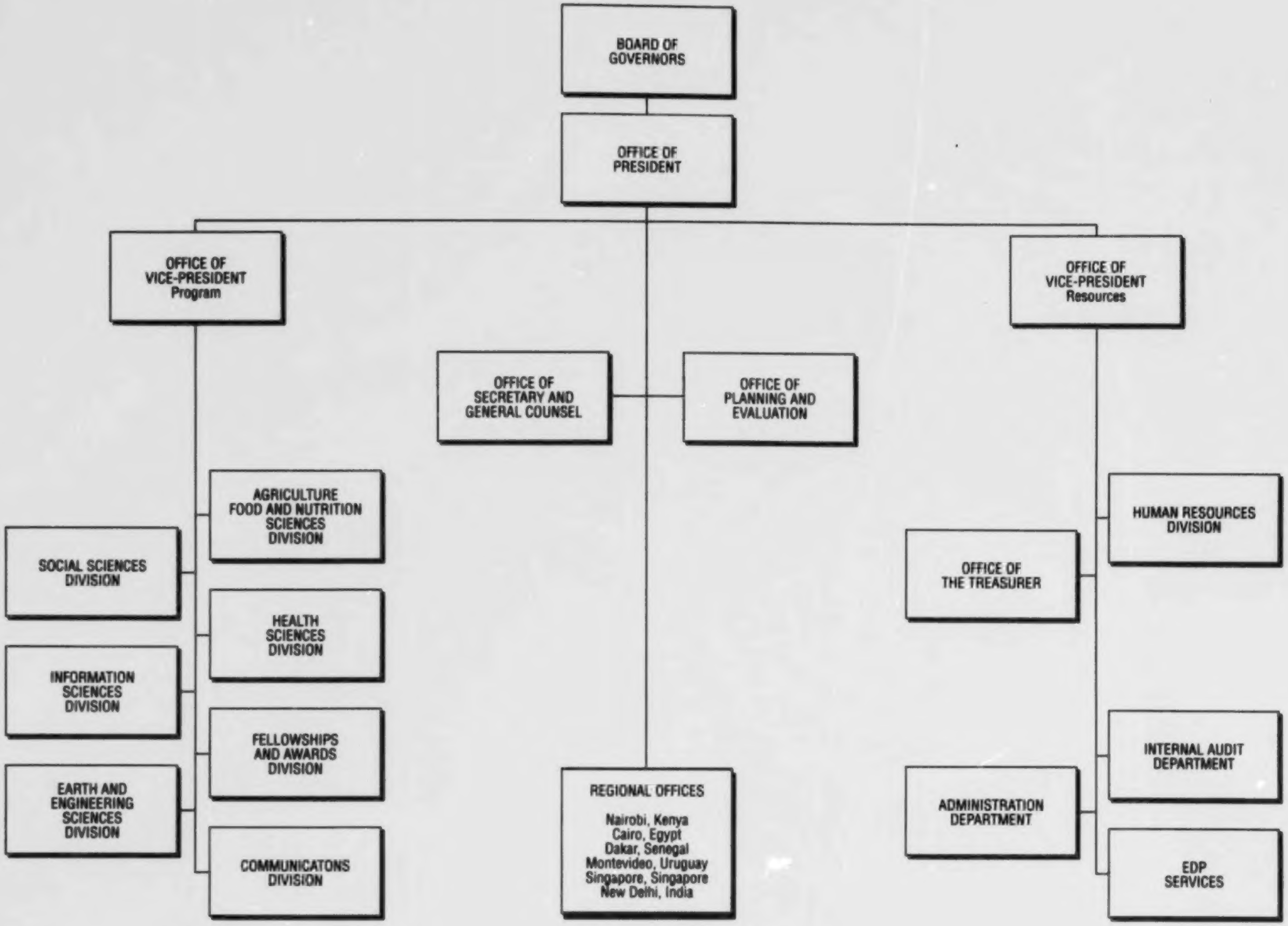
Parliamentary Committees

House of Commons Standing Committee on External Affairs and International Trade
House of Commons Special Committee on North-South Relations

Statute

International Development Research Centre Act

International Development Research Centre


BOARD OF GOVERNORS
OFFICE OF PRESIDENT
OFFICE OF VICE-PRESIDENT Program
OFFICE OF VICE-PRESIDENT Resources
OFFICE OF SECRETARY AND GENERAL COUNSEL
OFFICE OF PLANNING AND EVALUATION
AGRICULTURE FOOD AND NUTRITION SCIENCES DIVISION
SOCIAL SCIENCES DIVISION
HEALTH SCIENCES DIVISION
INFORMATION SCIENCES DIVISION
FELLOWSHIPS AND AWARDS DIVISION
EARTH AND ENGINEERING SCIENCES DIVISION
COMMUNICATONS DIVISION
REGIONAL OFFICES
Nairobi, Kenya
Cairo, Egypt
Dakar, Senegal
Montevideo, Uruguay
Singapore, Singapore
New Delhi, India
HUMAN RESOURCES DIVISION
OFFICE OF THE TREASURER
INTERNAL AUDIT DEPARTMENT
ADMINISTRATION DEPARTMENT
EDP SERVICES

Fisheries and Oceans

Legal Title
Department of Fisheries and Oceans

Head Office
Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0E6

General Inquiries
(613) 993-0600
(613) 993-0989 (Director General, Communications)

Minister
Minister of Fisheries and Oceans

Principal Officers

Deputy Minister	– Peter Meyboom
Senior Assistant Deputy Minister, Corporate and Regulatory Management	– François Pouliot
A/Assistant Deputy Minister, Policy and Program Planning	– P. MacNeil
Assistant Deputy Ministers	
Science	– B. Morrissey
Atlantic Fisheries	– W. Shinners
Pacific and Freshwater Fisheries	– D. Good
International	– V. Rabinovitch
Directors General	
Communications Directorate	– N.M. Deschênes

Historical Background

With the *Constitution Act* of 1867, sea-coast and inland fisheries were designated as one of the exclusive responsibilities of the new Dominion Government. The Department of Marine and Fisheries was established in 1868 by the *Fisheries Act*. Over the years there were many changes and in 1977, a decision was made to create a separate Department of Fisheries and Oceans from the Department of Environment. The decision took effect in 1979.

Overall Responsibilities

Under the *BNA Act*, the federal government has exclusive legislative jurisdiction over Canada's fisheries in coastal and inland waters, but some provinces have been delegated certain administrative responsibilities in varying degrees.

Fisheries and Oceans is fully responsible for the management of all fisheries, both marine and freshwater, in four east coast provinces, Nova Scotia, New Brunswick, Newfoundland and Prince Edward Island, and in the Northwest and Yukon Territories. In four inland provinces, Ontario, Manitoba, Saskatchewan and Alberta, the management of all fisheries is a provincial responsibility. In Quebec, the provincial government manages freshwater fisheries and certain marine fisheries, although the inspection of fish and fishery products for trade outside the provinces is undertaken by the federal department. The federal department has similar fish inspection responsibilities in all areas of Canada. In British Columbia, the fisheries for marine and fish that migrate from freshwater to sea are managed by the federal department, but the provincial government manages freshwater fisheries.

Organization and Programs

F&O groups operations into six program elements or sectors:

- Science
- Atlantic Fisheries
- Pacific and Freshwater Fisheries
- Inspection
- International activities in fisheries and trade-related matters
- Corporate Policy and Program Support, Corporate and Regulatory Management and Policy and Program Planning

Regional Offices

Newfoundland Region
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1
(709) 772-4417

Scotia-Fundy Region
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7
(902) 426-2581

Gulf Region
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6
(506) 851-6227

Quebec Region
P.O. Box 15500
Quebec, Quebec
G1K 7Y7
(418) 648-4014

Central and Arctic Region
501 University Crescent
Winnipeg, Manitoba
R3T 2N6
(204) 983-5117

Pacific Region
555 West Hastings Street
Vancouver, British Columbia
V6B 5G3
(604) 666-6098

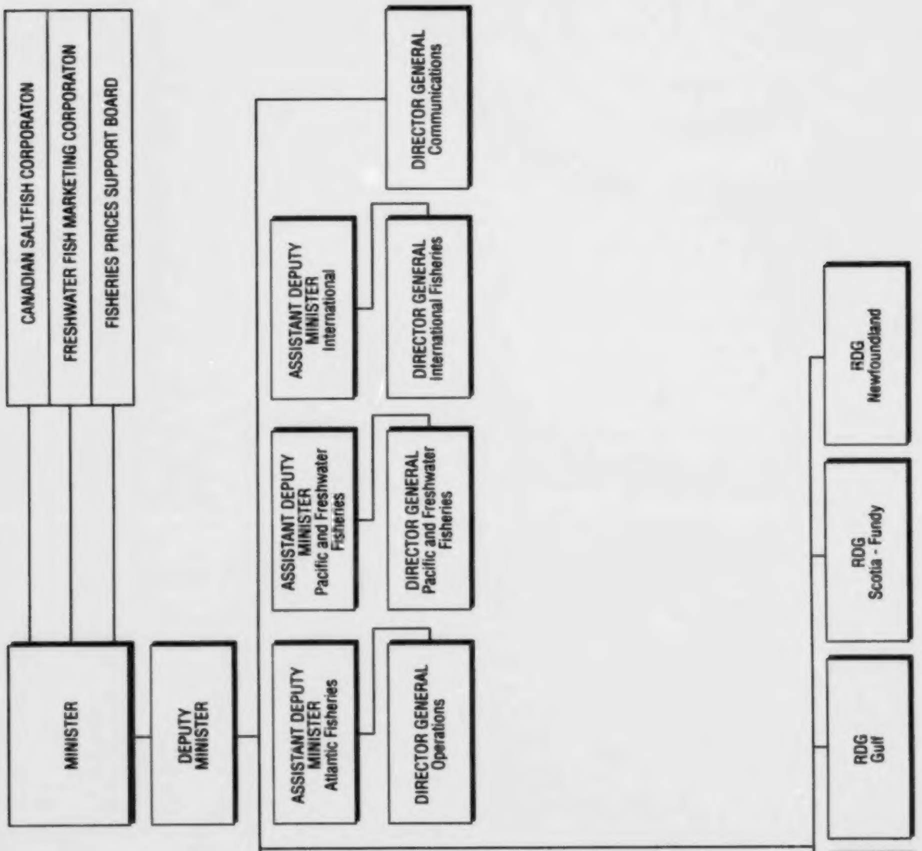
Parliamentary Committees

Standing Committee on Forestry and Fisheries
Sub-Committee of the Standing Committee on Forestry and Fisheries

Statutes

Coastal Fisheries Protection Act
Fisheries Development Act
Fish Inspection Act
Fisheries Act
Fisheries and Oceans Research Advisory Council Act
Fisheries Improvement Loans Act
Fisheries Prices Support Act
Fishing and Recreational Harbours Act
Freshwater Fish Marketing Act
Great Lakes Fisheries Convention Act
Northern Pacific Halibut Fishery Convention Act
North Pacific Fisheries Convention Act
Pacific Fur Seals Convention Act
Saltfish Act
Territorial Sea and Fishing Zones Act

Fisheries and Oceans


MINISTER
CANADIAN SALTFISH CORPORATON
FRESHWATER FISH MARKETING CORPORATON
FISHERIES PRICES SUPPORT BOARD
DEPUTY MINISTER
SENIOR ASSISTANT DEPUTY MINISTER Corporate and Regulatory Management
COMPTROLLER
DIRECTOR GENERAL Personnel
DIRECTOR GENERAL Inspection
ASSISTANT DEPUTY MINISTER Policy and Program Planning
DIRECTOR GENERAL Strategic Policy and Planning
DIRECTOR GENERAL Economic and Commercial Analysis
ASSISTANT DEPUTY MINISTER Science
DIRECTOR GENERAL Canadian Hydrographic Service
DIRECTOR Policy and Program Co-ordination
DIRECTOR GENERAL Physical and Chemical Sciences
DIRECTOR GENERAL Biological Sciences
ASSISTANT DEPUTY MINISTER Atlantic Fisheries
DIRECTOR GENERAL Operations
ASSISTANT DEPUTY MINISTER Pacific and Freshwater Fisheries
DIRECTOR GENERAL Pacific and Freshwater Fisheries
ASSISTANT DEPUTY MINISTER International
DIRECTOR GENERAL International Fisheries
DIRECTOR GENERAL Communications
RDG Pacific
RDG Central and Arctic
RDG Quebec
RDG Gulf
RDG Scotia - Fundy
RDG Newfoundland

Freshwater Fish Marketing Corporation

Head Office
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4

General Inquiries
(204) 983-6600

Minister
Minister of the Department of Fisheries and Oceans

Principal Officers

Deputy Minister	– Peter Meyboom
Chairperson	– Maurice Blanchard
Board Members	– Claudette Bourrier
	Denis M. Cauvin
	Gary W. Cribbs
	Raymond E. England
	Jesse D. Klassen
	David S. McArthur
	Lenora Midgett
	J. Douglas Sayers
President and General Manager	– J. Thomas Dunn

Historical Background

By 1965 the freshwater fishery in Western Canada had deteriorated to the extent that, at the request of the Prairie provinces, the Government of Canada appointed a commission to inquire into and report upon the marketing problems of the freshwater fishing industry in Ontario, Manitoba, Saskatchewan, Alberta and the Northwest Territories.

In 1969, royal assent was given to the *Freshwater Fish Marketing Act* which regulates interprovincial and export trade in freshwater fish and established the Freshwater Fish Marketing Corporation (FFMC).

The Corporation was created to improve the state of the commercial fishery and increase returns to commercial fishermen in Western Canada. The necessity for a marketing board was accepted by the packer-dealers as well as the fishermen in order to stabilize, consolidate and rejuvenate an ailing fishery. Federal legislation with complementary provincial legislation were required to enable the Board to withstand any challenge to its authority.

Overall Responsibilities

The Freshwater Fish Marketing Corporation has the exclusive right to market and trade in fish in interprovincial and export trade.

The Corporation's goals are much the same as a producers co-operative:
- marketing fish in an orderly manner;
- increasing returns to fishermen; and
- promoting international markets for and increasing trade in fish.

Organization and Programs

There are three major operational areas.

Field Operations
This area arranges a network of agents to take delivery of fish from our 3500 commercial fishermen at approximately 90 delivery points in Western and Northern Canada. It also arranges transportation from delivery points to the central processing plant in Winnipeg.

Processing
Operating the central processing plant in Winnipeg and a small plant in LaRonge, Saskatchewan is the responsibility of this area. It also monitors quality and cost effectiveness.

Marketing
Sales and marketing operations including a broker network in all the corporation markets around the world are managed by this area. As well, it plans for new products and packaging.

Regional Offices

P.O. Box 449
The Pas, Manitoba
R9A 1K5

11635 145th Street
Edmonton, Alberta
T5M 1V9

P.O. Box 1158
Hay River, Northwest Territories
X0E 0R0

General Delivery
Riverton, Manitoba
R0C 2R0

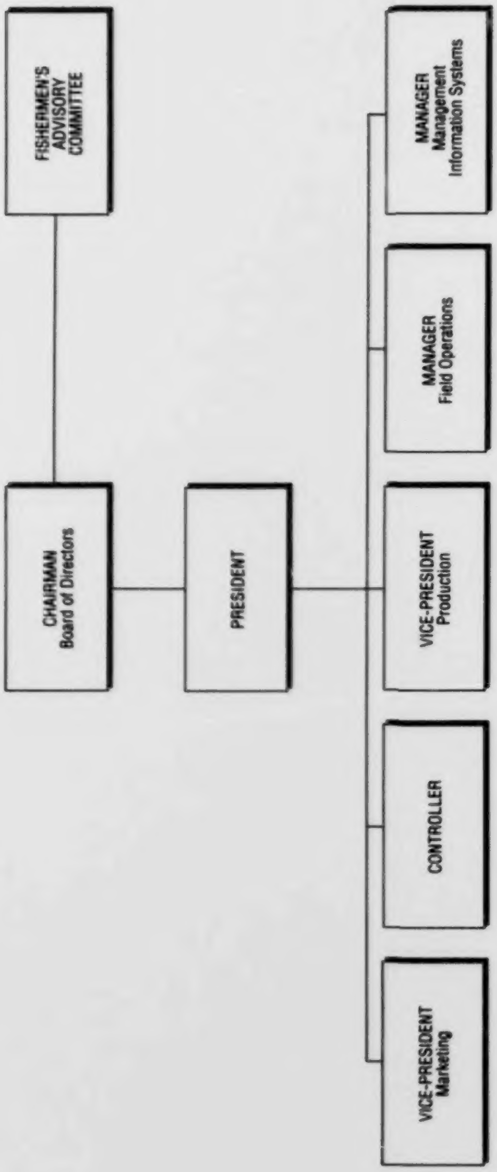
P.O. Box 416
LaRonge, Saskatchewan
S0J 1L0

Parliamentary Committees

Standing House of Commons Committee on Agriculture, Fisheries and Forestry

Standing Senate Committee on Agriculture, Fisheries and Forestry

Freshwater Fish Marketing Corporation


FISHERMEN'S ADVISORY COMMITTEE
CHAIRMAN Board of Directors
PRESIDENT
VICE-PRESIDENT Marketing
CONTROLLER
VICE-PRESIDENT Production
MANAGER Field Operations
MANAGER Management Information Systems

Forestry Canada

Head Office
Place Vincent Massey
351 St. Joseph Boulevard
Hull, Quebec
K1A 1G5

General Inquiries
(819) 997-1107

Minister
Minister of Forestry

Principal Officers

Deputy Minister	– Jean Claude Mercier
Assistant Deputy Ministers	
Forestry Policy	– J.S. Maini
Forestry Operations	– Tom Lee
Directors General	
Science	– Fred H. Pollett
Forestry Development	– Tony Hughes
Policy, Planning and International Forestry	– Louise Mantha
Industry, Trade and Technology	– Warren Calow
Economics and Statistics	– Doug Ketcheson
Forest Pest Management Institute	– Ed Kondo
Petawawa National Forestry Institute	– Boyd Case
Finance and Administration	– Dave Bickerton
Corporate and Public Affairs	– Nick Heseltine
Regional Directors General	
Newfoundland and Labrador	– John Munro
Maritimes	– Hap Oldham
Quebec	– Yvan Hardy
Ontario	– Carl Winget
Northwest	– Dave Kill
Pacific and Yukon	– John Drew

Historical Background

Federal forestry responsibility was established in 1899, with the appointment of the first Chief Inspector of Timber and Forestry within the Department of the Interior, which had been created in 1873 to administer federal public lands. In 1909, Parliament established the Commission of Conservation, to promote the economic use of Canada's natural resources. In 1921 the newly named Forestry Branch absorbed the Commission.

In 1930, the federal government transferred jurisdiction over the natural resources within their bounds to the western provinces. At this time, the Forest Service, as it had become known, dropped its functions with regard to protection and management of forest resources, and concentrated on its research role in the fields of silviculture, forest protection and forest products. In 1936, with the dissolution of the Department of the Interior, the Forestry Service was moved to the new Department of Mines and Resources, becoming the Lands, Parks and Forests Branch.

After increased federal intervention in the forestry sector during the war, the *Canada Forestry Act* was passed in 1949. Its main provision authorized the federal government to enter into agreements with the provinces for the protection, development and use of the resources. One year later, the Department of Mines and Resources was dissolved, and responsibility for forest resources moved to the Department of Resources and Development under a new Forestry Branch. The name of the Department changed in 1953, to the Department of Northern Affairs and National Resources.

In 1960, the first autonomous Department of Forestry was created by the *Department of Forestry Act*. It later became the Department of Forestry and Rural Development, the Department of Fisheries and Forestry, and finally, the Canadian Forestry Service under the departments of Environment and Agriculture.

Forestry Canada became a department in 1989.

Overall Responsibilities

The Department of Forestry provides national leadership in the development and co-ordination of forestry policy and programs consistent with the government's commitment to the principles of sustainable development. It also conducts and fosters research and development in the forest sector; and promotes close co-operation in forest management and protection in concert with industry and universities, and provincial and territorial authorities.

Organization and Programs

The activities of the Department of Forestry can be divided into three areas of responsibility: forestry research and technical services, forestry development and administration.

Forestry research and technical services include research into forestry in areas such as forest production, forest protection from insects and diseases and the dissemination of the findings of these research efforts. Environmental benefits derived from forests and forest-based industries in Canada are promoted through a program of research and technical services.

Forestry development includes projets that encourage forestry development and productivity such as federal-provincial forest resource development agreements.

The Department is organized into two branches and four directorates

Forestry Policy Branch
This Branch oversees the co-ordination and direction of national forestry policy at the Department's headquarters. Five directorates carry out its mandate.

The Science Directorate conducts research into forest science, which encompasses everything from research into biotechnology and genetics to the sponsorship of co-operative research projects. This Directorate also provides financial support to private industry for selected research programs and is involved in technology transfer.

The Forestry Development Directorate oversees the federal-provincial Forest Resource Development Agreements, and promotes forest development on federal and private lands. It also encourages employment trends in forest management.

The Policy, Planning and International Forestry Directorate establishes and co-ordinates federal forestry policy and the corporate planning requirements of Forestry Canada. It is also concerned with international forestry matters, and acts as the departmental contact with international governments and organizations.

The Industry, Trade and Technology Directorate is responsible for the Department's industrial concerns, including industrial research and development activities, and funding of industry. The Directorate also conducts research within its role of developing forest product codes and standards.

The Economics and Statistics Directorate manages a program of economic studies and assessment of the forest sector, the collection and provision of statistics related to the forest sector, and the provision of economic advice and services in support of departmental policies and programs.

Forestry Operations Branch
This Branch oversees and monitors the delivery of the Department's operations and programs in the regions and manages the two national research institutes.

The six regional directorates manage the actual delivery of the Department's programs and operations in the various regions.

The Forest Pest Management Institute is primarily responsible for research into chemicals and biotechnology that attempt to protect the forest against insects and diseases. The Institute is national in scope, providing services to all of the regions.

The Petawawa National Forestry Institute conducts research into new technologies and methods, such as genetics, remote sensing techniques and fire management, all within the general purpose of resource development. The Institute is also involved in technology transfer to the private sector.

Finance and Administration Directorate
This Directorate oversees the financial, administration and informatics activities of the Department, which include policy development and advisory assistance in these areas to senior management.

Corporate and Public Affairs Directorate
Briefing and operational support to senior management (especially the Minister and Deputy Minister) is the responsibility of this Directorate. It also manages departmental communications.

Audit and Evaluation Directorate
This Directorate provides management with an independent, systematic internal audit of the efficiency, economy and effectiveness of departmental operations, including its internal management policies and practices.

Personnel Directorate
All departmental activities related to personnel, including the development of personnel policies and organizational approaches, are managed by this Directorate.

Regional Offices

None

Parliamentary Committees

Cabinet Committee on Economic Policy
Cabinet Committee on the Environment
Senate Standing Committee on Agriculture and Forestry
House of Commons Standing Committee on Forestry and Fisheries

Health and Welfare Canada

Legal Title
Department of National Health and Welfare

Head Office
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

General Inquiries
(613) 957-2991
(613) 957-2979 (Director General, Communications)
Toll free: 1-800-267-1245 (Telephone Device for the Deaf – TDD)

Ministers
Minister of National Health and Welfare
Minister of State for Seniors
Minister of Fitness and Amateur Sport

Principal Officers:
Deputy Minister – Margaret Catley-Carlson

Assistant Deputy Ministers
Senior Assistant Deputy Minister – Richard Dicerni
Medical Services Branch – Neil Faulkner
Health Protection Branch – A.J. Liston
Health Services and Promotion Branch – Peter Glynn
Income Security Programs Branch – John G. Soar
Social Service Programs Branch – Ian C. Green
Intergovernmental and International Affairs Branch – Norbert Préfontaine
Corporate Management Branch – Raymond Laframboise
A/Assistant Deputy Minister, Policy, Planning and Information Branch – Kathy O'Hara
Director General, Communications Branch – Monique Plante-Boyd

Other Principal Officers
Principal Nursing Officer – M.J. Flaherty
Secretary, Demographic Review – E.M. Murphy
Director, National Council of Welfare – Ken Battle
Director, National Advisory Council on Aging – Susan Fletcher,
Senior General Counsel – Shirley Tucker-Parks

Historical Background

The Department of National Health and Welfare began in 1919 as the Department of Health. In 1929, it merged with the Department of Soldiers' Civil Re-establishment to become the Department of Pensions and National Health. Then in 1944, it divided into the Department of National Health and Welfare, established by the *Department of National Health and Welfare Act*, and the Department of Veterans Affairs.

Overall Responsibilities

The Department of National Health and Welfare is responsible for promoting and preserving the health, social security and social welfare of Canadians. The responsibility covers a wide range of activities: ensuring that food is safe and nutritious, that drugs and medications are safe and effective, that people living in isolated regions in Canada have adequate public health and treatment services, that all Canadians have access to good medical care and that they have sufficient resources to participate in Canadian life to the best of their ability.

Organization and Programs

Medical Services Branch

Health services to Canada's native people, as well as to residents of Yukon are provided by the Indian and Northern Health Services section through a network of hospitals, nursing stations and health centres. The Branch operates occupational health services for public servants at home and abroad, conducts medical examinations and investigations in the interests of aviation safety, and assesses prospective immigrants and certain categories of visitors to Canada in order to determine their acceptability from a health standpoint as well as to protect the health of Canadians by controlling the entry and spread of quarantinable and exotic diseases. Working with other federal departments and provincial and social services agencies, the Branch also has an active role in the development of a national emergency response for the Department.

Regional Offices

Medical Services Branch

Atlantic
Park Lane Terrace, Suite 301
5657 Spring Garden Road
Halifax, Nova Scotia
B3J 1V6
(902) 426-3646

Quebec
East Tower, Place Guy-Favreau
Suite 202, 2nd Floor
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-4774

Ontario
1547 Merivale Road, 3rd Floor
Nepean, Ontario
K1A 0L3
(613) 952-0087

Manitoba
303 Main Street, Room 500
Winnipeg, Manitoba
R3C 0H4
(204) 983-4171

Saskatchewan
1855 Smith Street
Regina, Saskatchewan
S4P 2N5
(306) 780-5413

Alberta
Canada Place, Suite 730
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
(403) 495-2690

Pacific
Federal Building, Suite 540
757 West Hastings Street
Vancouver, British Columbia
V6C 3E6
(604) 666-3235

Yukon
Yukon Manor
No. 2 Hospital Road
Whitehorse, Yukon
Y1A 3H8
(403) 667-8302

Health Protection Branch

Working through several directorates, the Health Protection Branch (HPB) carries out a wide range of activities to protect and improve the well-being of Canadians by defining, advising on and managing risks to health: activities range from guarding the safety and nutritional quality of foods, and ensuring the safety and effectiveness of drugs and medical devices to controlling the availability of various drugs. Programs to reduce the presence of dangerous chemicals in our environment, to monitor exposure to radioactivity and to improve capabilities to diagnose diseases are provided. The Branch also monitors trends in the incidence of communicable and non-communicable diseases in Canada, including activities to control the spread of AIDS in Canada.

Food Directorate
This Directorate defines, advises on and manages risks and benefits to health associated with the food supply in the areas of nutrition, microbial hazards, chemical substances, and regulatory and international affairs. Guidelines and regulations are established and advice and health hazard are assessed for other federal, provincial and municipal agencies, health professionals, the food industry and the general population. This directorate comprises three bureaus and one division:

- Bureau of Chemical Safety
- Bureau of Nutritional Services
- Bureau of Microbial Hazards
- Food Regulatory Affairs Division

Field Operations Directorate
As the enforcement arm of the Branch, this Directorate is involved in surveillance and corrective action (compliance), data gathering and analysis, education and service to other agencies.

Laboratory Centre for Disease Control
This national Centre for the identification, investigation, control and prevention of human disease comprises three bureaus: Communicable Disease Epidemiology, Chronic Disease Epidemiology and Microbiology. The Centre provides information for use by the medical community for better disease control and prevention, by policy makers for improved allocation of resources and informed development of policies and legislation, and by the public to moderate behaviour for a healthier lifestyle.

Federal Centre for AIDS
In 1987 the Federal Centre for AIDS (FCA) was established. The Centre assists with the co-ordination of departmental activities in AIDS control and management through five bureaus: Information and Education Services, Health and Social Services, Epidemiology and Surveillance, External Co-operation, and Laboratories and Research.

Drugs Directorate
This Directorate protects and improves public health by assessing and managing the risks and benefits associated with the availability and use of drugs and cosmetics. Some of its activities include pre-market evaluation of new drugs, post-marketing surveillance, research, inspections, emergency drug releases, regulation and narcotics, controlled and restricted drugs, and the establishment of control regulations. There are eight bureaus, some with internal sections: the Bureau of Pharmaceutical Surveillance with its divisions of Biopharmaceutics Evaluation and Submission Control; the Bureau of Drug Research and its Division of Biostatistics; the Bureau of Human Prescription Drugs with the Central Nervous System Division, the Endocrinology, Metabolism and Allergy

Division, the Cardiovascular Division, the Infection and Immunology Division and the Gastroenterology-Haematology-Oncology Division; the Bureau of Non-Prescription Drugs with two divisions, Production Regulation and Cosmetics and Disinfectants; the Bureau of Drug Regulatory Affairs; the Bureau of Dangerous Drugs; the Bureau of Veterinarian Drugs with the divisions of Endocrine and Antiparasitic Drugs, Human Safety and Antimicrobial Drugs; the Bureau of Biologics with two divisions, Viral Products and Blood Products.

Regional Offices

Health Protection Branch

Atlantic
1557 Hollis Street
Halifax, Nova Scotia
B3J 1V5
(902) 426-2160

Quebec
1001 Saint-Laurent Street
Longueuil, Quebec
J4L 1C7
(514) 646-1353

Ontario
2301 Midland Avenue
Scarborough, Ontario
M1P 4R7
(416) 973-1600

Prairie
510 Lagimodière Boulevard
Winnipeg, Manitoba
R2J 3Y1
(204) 983-3004

West
3155 Willingdon Green
Burnaby, British Columbia
V5G 4P2
(604) 666-3350 (Receptionist)
(604) 666-3895 (Bureau of Dangerous Drugs)

Health Services and Promotion Branch

The Branch, organized into six major sectors, encourages and assists Canadians to adopt a way of life that enhances their physical, mental and social well-being. By providing leadership and co-ordination, it helps the provinces and territories both to improve their health services and to maintain them at national standards.

Health Promotion Directorate
The Directorate develops and implements programs which promote health and encourage the avoidance of health risks, encompassing risk reduction issues (alcohol, drug and tobacco use; nutrition; cardiovascular health), population groups (family; children and youth; women; seniors; disabled people) and delivery settings (schools; workplace).

Health Insurance Directorate
The activities of the Directorate focus on the federal, provincial and territorial administration of the *Canada Health Act*. More than $13 billion in contributions were made to the provinces and territories last year for insured health care services, including all medically necessary services of hospitals and physicians. Payments for extended health care services support nursing home intermediate care, adult residential care, the health aspects of home care and certain ambulatory care services.

Extramural Research Programs Directorate
The Directorate, through the National Health Research and Development Program (NHRDP), provides support for scientific activities and training of research personnel in areas related to public health and health services. NHRDP-funded research is administered through contributions to Canadian universities, hospitals, provincial and municipal government agencies and other organizations.

Health Services Directorate
The Directorate works with provincial governments, professional groups, national organizations and others. A wide range of health issues is addressed, including adolescent reproductive health, heart health, child sexual abuse, Alzheimer's disease and mental health.

Canadian Blood Committee Secretariat
The Secretariat provides professional, technical and secretarial services to the Canadian Blood Committee and to the Department. Major initiatives include funding to the Canadian Red Cross Society for the collection and distribution of blood and plasma, additional screening procedures and policies to ensure the safety of the general blood supply and the establishment of the Canadian Bone Marrow Donor Registry.

Regional Offices

Health Services and Promotion Branch

Atlantic
5251 Duke Street, Suite 1110
Halifax, Nova Scotia
B3J 1P4
Tel: (902) 426-3931
Fax: 1-902-426-9689

Quebec
East Tower, Room 210
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-1042

Ontario
2221 Young Street, Suite 605
Toronto, Ontario
M4S 2B4
Tel: (416) 973-1804
Fax: (416) 973-6409

Prairie
213 Notre Dame Avenue, Room 603
Winnipeg, Manitoba
R3B 1N3
Tel: (204) 983-2557
Fax: (204) 983-8674

Pacific
750 Cambie Street, 4th Floor
Vancouver, British Columbia
V6B 4V5
Tel: (604) 666-7128
Fax: (604) 666-8986

Income Security Program Branch

The Income Security Programs Branch administers Old Age Security (which includes the Guaranteed Income Supplement and Spouse's Allowance), the Canada Pension Plan and Family Allowances. These three programs provide financial benefits to, or on behalf of, virtually all Canadians and their families at some time in their lives. Clients include over 3 million seniors and their spouses; 3.7 million families with 6.6 million children; 8.9 million CP contributors; 70 000 immigrants; 240 000 disabled people and their children; and 620 000 widows, widowers and orphans. Across Canada, there are 69 full-time and 235 part-time client service centres to provide information and assistance. Support activities include claims processing, operations support groups, policy support, management and administration.

Regional Offices

Income Security Program Branch

Atlantic
6960 Mumford Road, Suite 111
Halifax, Nova Scotia
B3L 4P1
(902) 426-3711

633 Queen Street
P.O. Box 250
Fredericton, New Brunswick
E3B 4Z6
(506) 452-3306

Building 310, Churchill Street
St. John's, Newfoundland
A1A 2Y5
(709) 772-5501

Kelly Building
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
(902) 556-7850

Quebec
330 de la Gare-du-Palais
Quebec, Quebec
G1K 7L5
(418) 648-3332

Ontario
65 William Street South
Chatham, Ontario
N7M 4S2
(519) 436-3104

200 Town Centre Court
Scarborough, Ontario
M1P 4Y3
(416) 296-0311

70 Cedar Street South
Timmins, Ontario
P4N 2G6
Tel: (519) 264-9537

Prairie
300 Graham Avenue, Suite 501
Winnipeg, Manitoba
R3C 4C8
Tel: (403) 983-2310

1975 Scarth Street
Regina, Saskatchewan
S4P 2H3
(306) 780-5654

Western
Canada Place, Room 715
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
(403) 495-2630

1230 Government Street, Suite 102
P.O. Box 1688, Station E
Victoria, British Columbia
V8W 2Y1
(604) 386-5355

Social Service Programs Branch
Through the Canada Assistance Plan, the Branch plays a major role in Canada's Social Security System by maintaining a safety net for Canadians.

Canada Assistance Plan (CAP)
Under agreements with all provinces and territories, the federal government shares, on a fifty-fifty basis, costs for a wide range of social assistance and welfare service programs to needy persons.

CAP shares in the cost of the following programs which are administered by the province or territory:

- Financial Assistance – the federal government shares in the costs when people in need receive assistance from the province or municipality. The assistance is provided on the basis of a needs test, taking into account individuals' budgetary requirements and their available income and resources.
- Institutional Care – provinces and territories get assistance from the federal government for costs incurred in providing residential care to persons in need in facilities that qualify as homes for special care under the Canada Assistance Plan (i.e., homes for the aged, nursing homes, child care facilities, hostels for transients and shelters for battered women).
- Welfare Services – the federal government shares in certain costs to the provinces and territories which they and their municipalities incur in providing welfare services to persons in need and persons likely to be in need.

Vocational Rehabilitation of Disabled Persons (VRDP)
Under agreements with all provinces and territories, the federal government contributes half the costs incurred by provinces and territories of providing a comprehensive vocational rehabilitation program for persons with physical and mental disabilities.

Alcohol and Drug Treatment and Rehabilitation (ADTR)
Part of the National Drug Strategy, this federal-provincial cost-sharing agreement extends financial support to provinces and territories to increase and improve alcohol and drug treatment and rehabilitation programs in Canada, with a particular emphasis on youth.

National Welfare Grants
These programs are a flexible mechanism by which contributions are awarded to initiate, encourage and support social welfare research, demonstration and human-resource development projects addressing issues of national significance. Doctoral fellowships in social welfare are also administered.

New Horizons Program
Established in 1972, this Program encourages older, retired Canadians to share their skills, talents and experiences through activities which benefit themselves and their communities. The financial help provided assists seniors to join with others of their age in group projects which they themselves plan, organize, and control.

Seniors Independence Program
The Program aims to increase the ability of Canadian seniors to act on their own behalf to improve their health, well-being and independence. Financial assistance is provided to voluntary, non-governmental and non-profit groups for health, education and social-welfare projects designed to enhance the quality of life and independence of seniors.

Family Violence Prevention Division
The Division co-ordinates all federal initiatives related to family violence, including child abuse, child sexual abuse, spousal abuse and abuse of the elderly.

National Adoption Desk
Providing co-ordination and consultation in international and interprovincial adoptions, the service is used by all provinces and territories except Quebec.

Child Care Initiatives Fund
The Child Care Initiatives Fund (CCIF), a component of the National Strategy on Child Care, encourages and evaluates innovation and enhances the development of approaches and services related to child care across Canada.

Regional Offices

Cost-Shared Programs

Newfoundland
c/o Department of Social Services
P.O. Box 8700
St. John's, Newfoundland
A1B 4J6
(709) 576-5175

Nova Scotia
c/o Department of Community Service
P.O. Box 696
Halifax, Nova Scotia
B3J 2T7
(902) 424-6763

New Brunswick/Prince Edward Island
c/o Department of Income Assistance
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Tel: (506) 452-3641

Quebec
Santé et Services Sociaux
1005 Chemin Ste. Foy, 4th Floor
Quebec, Quebec
G1S 4N4
(418) 643-3329

Ontario
c/o Ministry of Community and Social Services
Hepburn Block, 4th Floor, Room 427
Queen's Park
Toronto, Ontario
M7A 1E9
(416) 965-5011

Manitoba
c/o Department of Family Services
330 Graham Avenue, Suite 615
Winnipeg, Manitoba
R3C 4A5
(204) 983-6178

Saskatchewan
c/o Department of Social Services
Chateau Tower, 9th Floor
1920 Broad Street
Regina, Saskatchewan
S4P 3V6
(306) 787-3595

Alberta/Northwest Territories/Yukon
c/o Department of Family and Social Services
Centre West Building, 6th Floor
10035 108th Street
Edmonton, Alberta
T5J 3E1
(403) 427-7942

British Columbia
Health and Welfare Canada
816 Government Street, Room 239
Victoria, British Columbia
V8W 1W9
(604) 388-3223

Regional Offices

New Horizons

Atlantic
5670 Spring Garden Road
Suite 405
Halifax, Nova Scotia
B3J 1H6
(902) 426-2741

1222 Main Street
Moncton, New Brunswick
E1C 1H6
(506) 857-7007

Cormack Building, Suite 305
2 Steers Cove
St. John's, Newfoundland
A1C 6J5
(709) 772-2880

Kelly Building
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M8
(902) 566-7857

Quebec
Guy-Favreau Complex
East Tower, Room 212
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-7306

Ontario
2300 Yonge Street, Room 1104
Toronto, Ontario
M4P 1E4
(416) 973-0002

Manitoba
340 Graham Avenue
Winnipeg, Manitoba
R3C 4C2
(204) 983-2573

Saskatchewan
1975 Scarth Street, 4th Floor
Regina, Saskatchewan
S4P 3K4
(306) 780-5356

Alberta
Canada Place, Room 850
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
(403) 495-2754

British Columbia
1525 West 8th Avenue
Vancouver, British Columbia
V6J 1T5
(604) 666-2729

Intergovernmental and International Affairs Branch

The Branch supports the departmental executive and program branches and is responsible for co-ordination of the Department's federal-provincial and international liaison activities.

Health Affairs

The Directorate co-ordinates Canadian participation in international health activities, especially such international organizations as the World Health Organizations (WHO), The Pan-American Health Organization (PAHO) and the Commonwealth Secretariat.

Social Affairs

The Directorate co-ordinates Canadian participation in international social affairs, and promotes co-operative relationships between international governmental and non-governmental organizations and their Canadian counterparts. In addition, it provides liaison and co-ordination with the provincial and territorial governments and works with central agencies on federal-provincial matters on a day-to-day basis.

International Information and Planning

This Directorate monitors and gathers international information on health and social affairs as part of the program planning process. It administers the Department's international visitors program and the World Health Organization Fellowship Program through which Canadian health professionals carry out short-term studies abroad, and foreign professionals study in Canada.

Regional Offices

None

Corporate Management Branch

Corporate Management develops, implements and maintains departmental policies and procedures relative to operational planning, resource allocation, financial administration, informatics, administrative services, office accommodation, facilities management, ministerial correspondence and parliamentary relations. As well, the Branch provides direct support services to the Department in the National Capital Region.

The Branch, which is the departmental liaison with such federal agencies as the Treasury Board and the Office of the Comptroller General, is directed by an Assistant Deputy Minister who heads four directorates: Departmental Planning and Financial Administration, Informatics, Departmental Administrative Services, and Facilities Planning and Management; and two divisions: the Departmental Services Division and the Parliamentary Relations Office. The Branch itself is supported by a Secretariat.

Regional Offices

None

Policy Planning and Information Branch

The Policy, Planning and Information Branch provides policy analysis, advice and information on a wide range of social issues and programs to enhance the health and welfare of Canadians. With two directorates, it develops and co-ordinates major policy initiatives, undertakes social policy research, provides policy and program support to the program branches, and develops and maintains a comprehensive health and welfare information system.

Policy Development Directorate

Health Policy Division

This Division analyses policy and provides advice on health issues for the Minister and senior managers in the Department. It also undertakes policy research and provides policy support to program branches within the Department.

Social Policy Division

Responsible for providing advice and policy analysis on a variety of social, income and economic issues, the Division analyses the economic, social, distributional, financial and federal-provincial impact of existing and proposed policies; monitors the social environment; and identifies emerging trends and issues.

Strategic Planning Division

This division co-ordinates strategic planning in the Department, including the preparation of an annual strategic plan. It also undertakes long-term policy research projects either in-house or commissioned and ensures that the Department reflects the perspectives of all Canadians in its policy development activities.

Information Systems Directorate

Information Systems makes available a wide range of health and welfare information in support of the development, management and evaluation of social policies and programs at the federal and provincial level. Activities range from assessing requirements for national information to responding to requests for specific information on social conditions and programs. As well as providing library services to the Department, the Directorate analyses information requirements, develops information systems and system standards, develops and operates computer-based information storage and retrieval systems, disseminates information on health and welfare programs and responds to numerous information requests.

Regional Offices

None

Communications Branch

Communications provides information to the public and the media through news releases, conferences, publications, audio-visual presentations and advertising activities. It also provides planning and operational support to departmental branches in both disseminating information and monitoring public opinion.

Regional Offices

Communications

Atlantic
South Arch, The Brewery
1496 Lower Water Street
Halifax, Nova Scotia
B3J 1R9
(902) 426-2038

Quebec
Guy-Favreau Complex
East Tower, Room 206
200 René-Lévesque Boulevard
Montreal, Quebec
H2Z 1X4
(514) 283-2306

Ontario
200 Town Centre Court
Suite 1110
Scarborough, Ontario
M1P 4X8
(416) 973-4389

Prairie
Eaton Place, Room 505
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
(204) 983-2508

West
757 West Hastings, Suite 245
Vancouver, British Columbia
V6C 1A1
(604) 666-2083

Personnel Administration Branch

This Branch administers human resources in the Department and assists managers with their personnel management responsibilities.

Regional Offices:

Personnel Administration

Atlantic
Duke Tower, Scotia Square
5251 Duke Street, Suite 1124
Halifax, Nova Scotia
B3J 1P4
(902) 426-1685

Quebec
330 de la Gare-du-Palais
Quebec, Quebec
G1K 7L5
(418) 648-3497

Ontario
200 Town Centre Court
Suite 1131
Scarborough, Ontario
M1P 4X8
(416) 973-4206

Prairie
303 Main Street, Room 101
Winnipeg, Manitoba
R3C 3G7
(204) 983-3283

Alberta
9700 Jasper Avenue, Suite 855
Edmonton, Alberta
T5J 2W9
(403) 495-2749

Pacific
Federal Building, Suite 645
757 West Hastings Street
Vancouver, British Columbia
V6C 3E7
(604) 666-5956

Yukon
No. 2 Hospital Road
Whitehorse, Yukon
Y1A 3H8
(403) 668-6461

Seniors Secretariat

The Secretariat provides a focal point of activity within the federal government on issues relevant to the quality of life of Canada's seniors. Working closely with other federal departments, provincial governments and non-governmental organizations, it identifies issues and finds ways in which seniors can be involved in addressing these issues.

Regional Offices

None

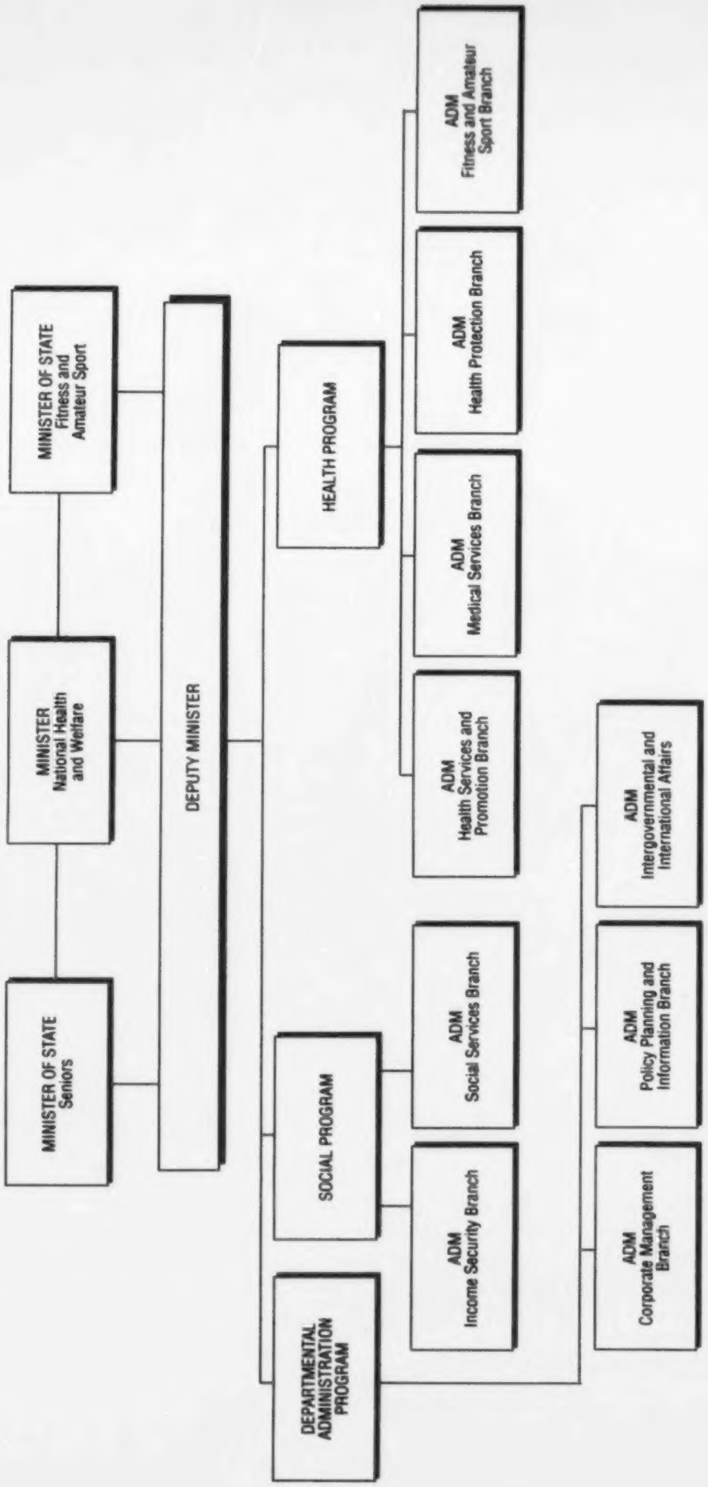
Parliamentary Committees

House of Commons Standing Committee on Health and Welfare, Social Affairs, Seniors and Status of Women
Senate Standing Committee on Social Affairs, Science and Technology

Statutes

Canada Pension Plan
Family Allowances Act
Old Age Security Act
Canada Assistance Plan
Canada Health Act
Department of National Health and Welfare Act
Fitness and Amateur Sport Act
Food and Drugs Act
Medical Research Council Act
Narcotic Control Act
Radiation Emitting Devices Act
Tobacco Products Control Act
Vocational Rehabilitation of Disabled Persons Act

Health and Welfare Canada


MINISTER OF STATE
Fitness and Amateur Sport
MINISTER
National Health and Welfare
MINISTER OF STATE
Seniors
DEPUTY MINISTER
HEALTH PROGRAM
SOCIAL PROGRAM
DEPARTMENTAL ADMINISTRATION PROGRAM
ADM
Fitness and Amateur Sport Branch
ADM
Health Protection Branch
ADM
Medical Services Branch
ADM
Health Services and Promotion Branch
ADM
Social Services Branch
ADM
Income Security Branch
ADM
Intergovernmental and International Affairs
ADM
Policy Planning and Information Branch
ADM
Corporate Management Branch

Fitness and Amateur Sport

Head Office

Journal South Building
365 Laurier Avenue
Ottawa, Ontario
K1A 0X6

Ministers

Minister of Health and Welfare
Minister of State for Fitness and Amateur Sport

General Inquiries

(613) 992-8941

Principal Officers

Deputy Minister	– Margaret Catley-Carlson
Assistant Deputy Minister	– Lyle Makosky
Director Generals	
Sport Canada	– Abby Hoffman
Finance and Administration	– Gordon Peters
International Relations	– John Scott
Fitness Canada	– Michel Bedard
Promotion and Communications	– Lyle Cameron

Historical Background

The Fitness and Amateur Sport Branch was established in 1961 under the *Fitness and Amateur Sport Act.*

Overall Responsibilities

The Branch encourages, promotes and develops fitness and amateur sport in Canada. In doing so, it:

- assists with the promotion and development of Canadian participation in national and international amateur sport;
- provides training for coaches and other personnel;
- awards bursaries or fellowships for training of necessary personnel;
- undertakes or assists with research and surveys;
- arranges for national and regional conferences to promote fitness and amateur sport;
- recognizes achievement;
- prepares and distributes information relating to fitness and amateur sport;
- assists, co-operate with and enlists the aid of any group interested in furthering the Branch's objectives;
- co-ordinates federal activities related to the encouragement, promotion and development of fitness and amateur sport;
- co-operates with other departments and agencies carrying on fitness and amateur sport programs;
- undertakes projects and programs. This includes the provision of services and facilities which will further promote the Branch's objectives.

Organization and Programs

The Branch comprises three programs and two support directorates.

Fitness Canada

In conjunction with partner organizations, other levels of government and the private sector, this Program promotes well-being and fitness through physical activity. It has three main objectives:

- to increase the motivation of Canadians to become and remain active, thereby leading to a fit and healthy lifestyle;
- to improve the general fitness environment, organizational infrastructure and program delivery in Canada; and
- to increase the availability of quality fitness programs, making it easier for Canadians to become active and healthy.

Sport Canada

Providing leadership for the development of sport in Canada, at the national and international levels, is the responsibility of this Program. In doing so, it works with the national sport organizations and provides financial assistance to high-performance sport.

International Relations

This program develops and implements strategy and programs to expand Canadian participation in sport and fitness at the international level. It also works to raise Canada's profile in the international sporting community.

Promotion and Communications

Increasing public awareness of the programs of Fitness and Amateur Sport is the primary function of this Directorate. In addition to providing essential information services to the Branch, it assists with the development and implementation of communication strategies in support of the Branch's programs.

Finance and Administration

This Directorate provides all internal operations for the Branch. Its management of financial, administrative and support services includes cheque issue, accounting, and auditing of the Department's funding programs, such as the Athlete Assistance Program.

Regional Offices

None

Parliamentary Committees

Standing Committee on Health and Welfare,
Social Affairs, Seniors and the Status of Women
Sub Committee on Fitness and Amateur Sport

Statute

Fitness and Amateur Sport Act, 1961

Medical Research Council of Canada

Legal Title
Medical Research Council

Head Office
Jeanne Mance Building, 20th Floor
Tunney's Pasture
Ottawa, Ontario
K1A 0W9

General Inquiries
(613) 954-1812

Minister
Minister of National Health and Welfare

Principal Officers
President of Council – Pierre Bois
Vice-President – Wilbert Keon, Ottawa, Ontario

Members – André Archambault, Outremont, Quebec
Luc Bélanger, Quebec, Quebec
Samir Chebeir, Montreal, Quebec
Robert Church, Calgary, Alta.
Phil Gold, Montreal, Quebec
David Hawkins, St. John's, Newfoundland
Kayla Hock, Biggar, Saskatchewan
Dennis Johnson, Saskatchewan, Saskatchewan
Judith C. Kazimirski, Windsor, Nova Scotia
André Lussier, Sherbrooke, Quebec
Allan Ronald, Winnipeg, Manitoba
Claude Roy, Montreal, Quebec
Calvin R. Stiller, London, Ontario
Andrew I. Tower, Bathurst, New Brunswick
Ursula M. Verstraete, Toronto, Ontario
Douglas R. Wilson, Edmonton, Alberta

Associate Members
Director General, Extramural Research Programs, Department of National Health and Welfare – Ronald A. Heacock
President, Natural Sciences and Engineering Research Council of Canada – Art. W. May
President, Social Sciences and Humanities Research Council of Canada – Paule Leduc
President – Pierre Bois
Secretary of Council – Mary-Anne Lipke
Communications – Denis Saint-Jean
Corporate Management – J. Aldérice Belliveau
Programs – Lewis A. Slotin
Scientific Evaluation – Francis S. Rolleston
University-Industry Programs – Guy Beauchemin

Historical Background

Between 1936 and 1946, federal support for medical research in Canada was provided through the National Research Council of Canada by an Associate Committee on Medical Research. This became a division of Medical Research in 1946, and an autonomous subsidiary of the National Research Council in 1960 known as the Medical Research Council of Canada. The Council became a separate entity in 1969 with the passage of the *Medical Research Council Act*.

Overall Responsibilities

The Council promotes, assists and undertakes basic, applied and clinical research in Canada in the health sciences, and advises the Minister. In addition it:

- supports research and research training in universities, and their affiliated hospitals and institutes;
- promotes co-operation between industry, universities and health care institutions in order to enhance the development of knowledge and its application; and
- administers Queen Elizabeth II Canadian Research Fund.

The Council may acquire money, securities or other property, by gift, bequest or otherwise.

Organization and Programs

Five branches carry out the Council's activities.

Programs Branch

This Branch delivers programs approved by the Council. This includes:

- grants to investigators in medical, dental, nursing, pharmacy or veterinary schools and affiliated institutions, and other departments when the research has clear and direct relevance to human health. Grants may be for operations, equipment, maintenance,

research programs, research program development and clinical trials;
- personnel support or awards for research personnel or research trainees;
- research training for investigators at the undergraduate level and the graduate-student level to obtain an M.Sc. or a Ph.D. degree;
- fellowships for those at post-doctoral level with an M.D., D.D.S., D.V.M., Pharm.D. or Ph.D. degree;
- salary support for a number of highly-qualified researchers who have made research a full-time career;
- support for recent graduates to demonstrate their ability to carry out independent research; and
- travel and exchange for collaboration and information-sharing workshops and symposia between Canadian scientists and their colleagues in Canada and abroad.

University-Industry Programs

The delivery of university-industry programs approved by the Council is the responsibility of this area. It creates opportunities for collaboration between Canadian companies and researchers working in Canadian universities or affiliated institutions. This includes support for:
- operating grants and clinical trials
- research chairs
- industrial fellowships
- university-industry visiting programs
- workshops
- jointly sponsored programs

Corporate Management

The provision of central services such as financial, personnel, administrative and computer services is the responsibility of this area.

Scientific Evaluation

This program area administers the peer review process including site visits. It also ensures that the process reflects the policies and objectives of Council.

Communications

All aspects of public information including strategy development, public and media relations and a publications program are looked after by this area.

Regional Offices

None

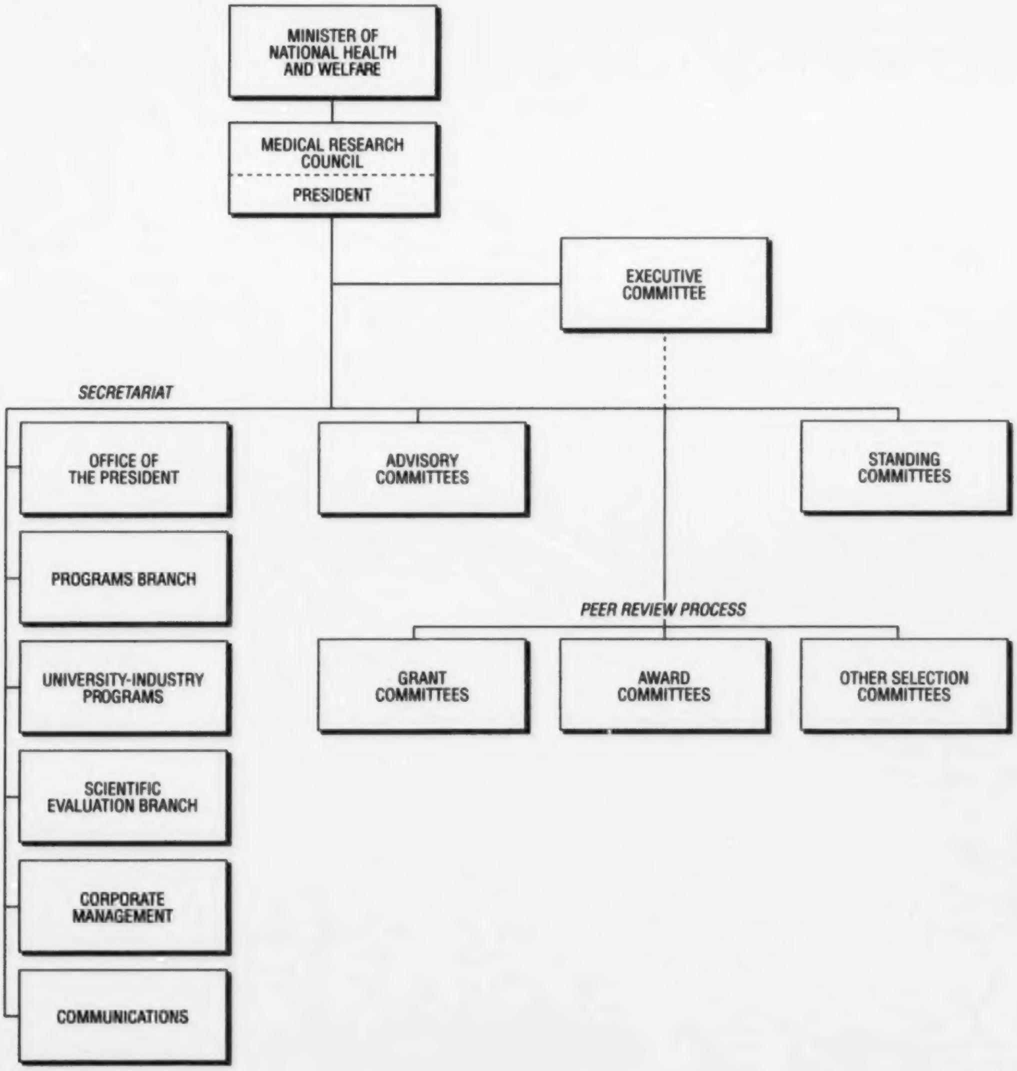
Parliamentary Committees

Standing Committee on Health and Welfare, Social Affairs, Seniors and the Status of Women

Statutes

Medical Research Council of Canada Act
Queen Elizabeth II Canadian Research Fund Act

Medical Research Council of Canada


MINISTER OF NATIONAL HEALTH AND WELFARE
MEDICAL RESEARCH COUNCIL
PRESIDENT
EXECUTIVE COMMITTEE
SECRETARIAT
OFFICE OF THE PRESIDENT
ADVISORY COMMITTEES
STANDING COMMITTEES
PROGRAMS BRANCH
PEER REVIEW PROCESS
UNIVERSITY-INDUSTRY PROGRAMS
GRANT COMMITTEES
AWARD COMMITTEES
OTHER SELECTION COMMITTEES
SCIENTIFIC EVALUATION BRANCH
CORPORATE MANAGEMENT
COMMUNICATIONS

National Advisory Council on Aging

Head Office

Trebla Building, 3rd Floor
473 Albert Street
Ottawa, Ontario
K1A 0K9

General Inquiries

(613) 957-1968
(613) 957-1971 (Chief, Projects, Education and Communication)

Ministers

Minister of National Health and Welfare
Minister of State for Seniors

Principal Officers

Deputy Minister	– Margaret Catley-Carlson
Senior Assistant Deputy Minister	– Richard Dicerni
President of NACA	– Blossom T. Wigdor
Members	– Joel W. Aldred Frank Appleby Maurice Bérubé Lila Briggs Kappu Desai Tina Donald Louise Francoeur Barbara Gregan Mary Hill Marguerite Hogue-Charlebois Noella Porter William Smoler Jake Suderman Yvon-R. Tassé
Director	– Susan Fletcher
Chief Projects, Education and Communications	– Francine Beauregard
Chief, Research and Policy Development	– Judith Stryckman
Chief, Liaison and Networking	– Cal Zacharias

Historical Background

The National Advisory Council on Aging (NACA) was established in 1980, on the recommendation of the Minister of National Health and Welfare.

Overall Responsibilities

NACA assists and advises the Minister on all matters related to the quality of life of the aged Canadian population and the challenges of an aging society.

To achieve this, the Council:
- studies the needs of seniors;
- recommends remedial action;
- consults with its provincial and territorial counterparts, as well as national, provincial, territorial and local associations;
- publishes reports, position papers, briefs and research findings on current issues;
- disseminates information on aging; and
- promotes public discussion of aging issues.

Organization and Programs

The Secretariat is composed of three major sections.

Research and Policy Development Section

This Section looks at the needs of seniors and recommends remedial action.

Liaison and Networking Section

Ensuring that the concerns of Canadians are reflected by the Council is the responsibility of this Section. It also makes sure that Council programs and services consider regional and provincial disparities.

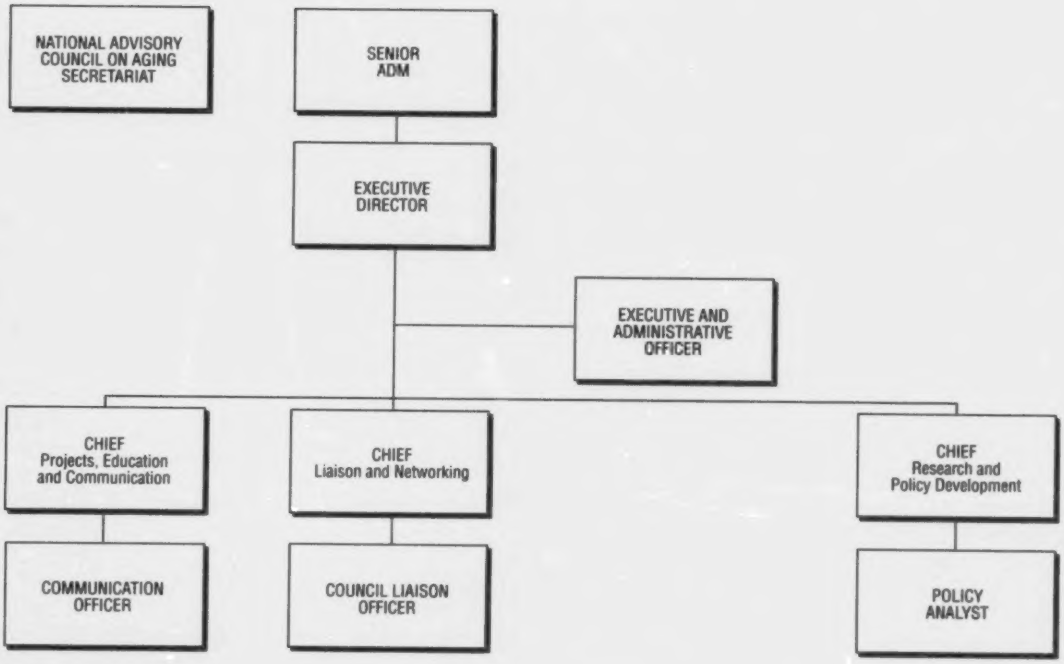
Communications Section

This Section informs the public about aging issues and encourages general discussion. It publishes and disseminates information and maintains media contacts.

Regional Offices

None

National Advisory Council on Aging


NATIONAL ADVISORY COUNCIL ON AGING SECRETARIAT
SENIOR ADM
EXECUTIVE DIRECTOR
EXECUTIVE AND ADMINISTRATIVE OFFICER
CHIEF Projects, Education and Communication
CHIEF Liaison and Networking
CHIEF Research and Policy Development
COMMUNICATION OFFICER
COUNCIL LIAISON OFFICER
POLICY ANALYST

National Council of Welfare

Head Office

Jeanne Mance Building, 18th Floor
Ottawa, Ontario
K1A 0K9

Minister

Minister of National Health and Welfare

Principal Officers

Deputy Minister	– Margaret Catley-Carlson
Senior Assistant Deputy Minister	– Richard Dicerni
Director	– Ken Battle
Chairperson	– Ann Gagnon

Historical Background

The National Council of Welfare was established under the *Government Organization Act* of 1969.

Overall Responsibilities

The Council is a citizens' advisory body to the Minister of National Health and Welfare. It advises the Minister on the needs and problems of low-income Canadians and on social and related programs and policies affecting their welfare.

Organization and Programs

The National Council of Welfare consists of 21 members, drawn from across Canada. All are private citizens and serve in their personal capacities rather than as representatives of organizations. Members serve for terms of up to three years and are eligible for appointment to a second term.

A secretariat supports the Council in fulfilling its duties. It:

- undertakes research;
- writes, edits, translates, prints and disseminates reports; and
- responds to requests for statistics and information on poverty and social programs.

The Council releases three to five reports a year which are widely distributed throughout Canada and abroad. The reports deal with a wide range of policy issues including:

- income security
- taxation
- welfare
- national health insurance
- employment
- local economic development
- social services
- poverty data and poverty lines
- the retirement income system
- legal services
- newspaper coverage of poverty
- consumer issues
- nutrition and health

The National Council of Welfare meets three times a year. Committees meet as required.

Regional Offices

None

Pension Appeals Board

Head Office

381 Kent Street, Room 327
Ottawa, Ontario
K2P 2A8

Mailing Address

P.O. Box 8567
Postal Terminal
Ottawa, Ontario
K1G 3H9

General Inquiries

(613) 995-0612

Minister

Minister of National Health and Welfare

Principal Officers

Deputy Minister	– Margaret Catley-Carlson
Assistant Deputy Minister, Income Security Programs	– J.G. Soar
Chairperson	– The Honourable Mr. Justice A.J. Cormier
Vice-Chairperson	– The Honourable Mr. Justice E.E. Smith
Registrar	– Colette E. Poitras

Historical Background

The Pension Appeals Board is a tribunal which was constituted by the Parliament of Canada pursuant to an agreement with the Government of Quebec.

Overall Responsibilities

The Board hears appeals which arise from decisions of:

- the Minister of National Revenue and the Minister of National Health and Welfare under the *Canada Pension Plan* (CPP);
- the Minister of Revenue of Quebec under the *Quebec Pension Plan Act* (QPP); and
- in some circumstances, *la Commission des affaires sociales* also under the *Quebec Pension Plan Act.*

The Board has authority to determine any question of law or fact regarding benefits payable to a person. The decision of the Board is final and binding.

Organization and Programs

Board members are appointed by the Governor in Council on the recommendation of the Minister of Justice, and consist of a chairperson, a vice-chairperson and ten members. In addition, judges or former judges of the Federal Court or of a superior, district or county court of a province may act as temporary members of the Board. A quorum of the Board consists of three members.

Appeals heard by the Board are by way of trial *de novo.* Its sittings take place in every province of Canada as the need arises and they usually last one week. Written reasons for decisions are given on every appeal heard by the Board, and copies are forwarded by registered mail, to the parties to the appeal. Some of these decisions are reported in full by the Commerce Clearing House (CCH) Canadian Employment Benefits and Pension Guide Reports. A copy of these decisions is also available at the department which was a party to the appeal.

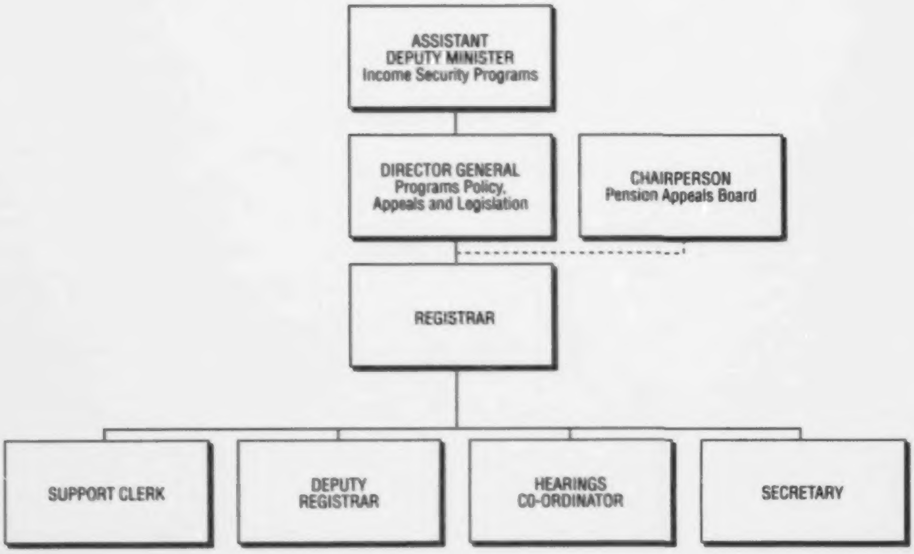
Regional Offices

None

Statute

Canada Pension Plan

Pension Appeals Board


ASSISTANT DEPUTY MINISTER Income Security Programs
DIRECTOR GENERAL Programs Policy, Appeals and Legislation
CHAIRPERSON Pension Appeals Board
REGISTRAR
SUPPORT CLERK
DEPUTY REGISTRAR
HEARINGS CO-ORDINATOR
SECRETARY

Indian and Northern Affairs Canada

Legal Title
Department of Indian Affairs and Northern Development

Head Office
Les Terrasses de la Chaudière
North Tower, 10 Wellington Street
Hull, Quebec

Mailing Address
Ottawa, Ontario
K1A OH4

General Inquiries
(613) 997-0380

Ministers
Minister of Indian Affairs and Northern Development
Minister of State for Indian Affairs and Northern Development

Principal Officers

Deputy Minister	– H. Swain
Associate Deputy Minister	– F. Drummie
Senior Assistant Deputy Minister Northern Affairs Program	– R. Van Loon
Assistant Deputy Ministers	
Economic Development	– W. Johnson
Indian Services	– J.S. Raynor
Lands, Revenues and Trusts	– D.K. Goodwin
Self-Government	– R. Gagnon
Finance and Professional Services	– J.B. Murray
Administrator, Canadian Oil and Gas Lands Administration	– M.E. Taschereau

Historical Background

The British Indian Department, the first department set up by the Crown in America, was established in 1755. However, 1830 is considered the beginning of an ordered system of Indian administration in Canada. In 1860, responsibility for Indian Affairs was transferred by the British government to the Government of the Province of Canada. At the time of Confederation, the *Constitution Act* gave the new federal government legislative authority over "Indians and lands reserved for Canadians." In 1939, a Supreme Court decision extended this to cover Inuit. The Department, in its present form, was established in 1966.

Overall Responsibilities

The Department's responsibilities and objectives are to:

- fulfil the obligations of the federal government arising from the Indian treaties, the *Indian Act* and other legislation;
- provide for the delivery of basic services to status Indian and Inuit communities;
- promote the self-reliance of Indian people through self-government and economic development;
- assist Indians and Inuit to acquire employment skills and develop businesses;
- negotiate the settlement of Indian and Inuit claims;
- support constitutional discussions regarding the definition of the rights of aboriginal peoples and related matters;
- provide transfer payments to the governments of Yukon and the Northwest Territories;
- administer the lands and resources of the territories that remain under federal control;
- support the economic development of the North and protect the northern environment, including Arctic seas; and
- foster the political development of the northern territories and co-ordinate federal policies and programs in the North.

Organization and Programs

The Department has three areas of responsibility.

Indian and Inuit Affairs Program

The Lands, Revenues and Trust Sector
This Sector is responsible for the legal obligations of the government in all matters respecting Indians and land reserved for Indians. The development of natural resources is an exception. It also undertakes the assessment of specific claims submitted by Indian bands and conducts negotiations on behalf of the Minister with a view to settling all accepted claims.

The Sector consists of four branches: Registration, Revenues and Band Governance, Lands and Environment, Specific Claims and Litigation Support.

The Indian Services Sector
This Sector supports Indians and Inuit in achieving their educational, cultural, social and community development needs and aspirations. Consisting of three main branches – Education, Social Development, and Housing, Band Support and Capital Management – this Sector provides a wide range of services primarily to status Indians residing on reserves and Crown lands.

Economic Development Sector
In addition to assisting and supporting Indian and Inuit communities in achieving economic growth and self-reliance, this Sector supports a number of programs designed to address native unemployment and

undeveloped resources. It has two branches: Policy Development and Operations.

Self-Government Sector
In support of the government's principle that Indian and Inuit communities wishing to govern themselves should be helped to do so, this Sector assists communities in self-government. It oversees three main branches: the Community Negotiations and Implementation Branch, the Constitution, Legislation and Federal-Provincial Branch, and the Policy Directorate.

The Northern Affairs Program
This Program is responsible for:

- resource management in Yukon and the Northwest Territories;
- assisting the political, economic and social evolution of the North;
- co-ordination of federal government activity in the North;
- fostering knowledge of the North through scientific investigation; and
- promotion of international relations in support of northern issues.

The Sector carries out its mandate through the following branches: Constitutional Development and Strategic Planning, Natural Resources and Economic Development, Comprehensive Claims and the Oil and Gas Lands Administration.

Administration Program
Finance and Professional Services
Financial, administrative and management services are the responsibility of this Sector. It has four branches: Finance and Deputy Comptroller General Branch, Management Services Branch, Technical Services and the Departmental Audit Branch.

Senior General Counsel
All commercial and property law matters are dealt with by the Senior General Counsel, as are legal issues concerning comprehensive and specific claims, self-government, constitutional questions and litigation. The Senior General Counsel and all counsel within this office are attached to the Department of Indian Affairs and Northern Development from the Department of Justice's Legal Services Sector (specifically the Commercial And Property Law Branch).

Human Resources Branch
This Branch assists senior management in ensuring that the interests of departmental employees are taken into consideration when programs are transferred from the Department to Indian and Inuit communities and territorial governments.

Communications Branch
In addition to informing native peoples, northerners, parliamentarians, special interest groups and the general public about departmental programs, policies and services, this Branch provides advice to the Minister and senior management on communications with the public and undertakes initiatives to increase public awareness and understanding of aboriginal and northern issues. It also provides functional direction to the communications offices in all regions.

Executive Support Services Branch
This Branch provides a link between the programs and the Ministers' offices on such items as Cabinet submissions, parliamentary relations, briefings and correspondence. It also conducts program evaluations.

Regional Offices

Atlantic Region
P.O. Box 160
40 Havelock Street
Amherst, Nova Scotia
B4H 3Z3
Tel: (902) 667-3818
Fax: (902) 667-9947

Quebec Region
P.O. Box 3725, Station Saint-Roch
320 St. Joseph Street East
Quebec, Quebec
G1K 7Y2
Tel: (418) 648-3270
Fax: (418) 648-2266

Ontario Region
25 St. Clair Avenue East, 5th Floor
Toronto, Ontario
M4T 1M2
Tel: (416) 973-6201
Fax: (416) 973-6472

Manitoba Region
275 Portage Avenue, Room 1100
Winnipeg, Manitoba
R3B 3A3
Tel: (204) 983-2474
Fax: (204) 983-6500

Saskatchewan Region
South Albert Plaza
4211 Albert Street
Regina, Saskatchewan
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Tel: (306) 780-5950
Fax: (306) 780-5733

Alberta Region
630 Canada Place
6700 Jasper Avenue
Edmonton, Alberta
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Tel: (403) 495-2835
Fax: (403) 495-3228

British Columbia Region
800 Burrard Street, Suite 1000
Vancouver, British Columbia
V6Z 2J3
Tel: (604) 666-5201
Fax: (604) 666-2546

Northwest Territories Region
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
Tel: (403) 920-8111
Fax: (403) 920-8127

Yukon Region
200 Range Road
Whitehorse, Yukon
Y1A 3V1
Tel: (403) 667-3100
Fax: (403) 667-4070

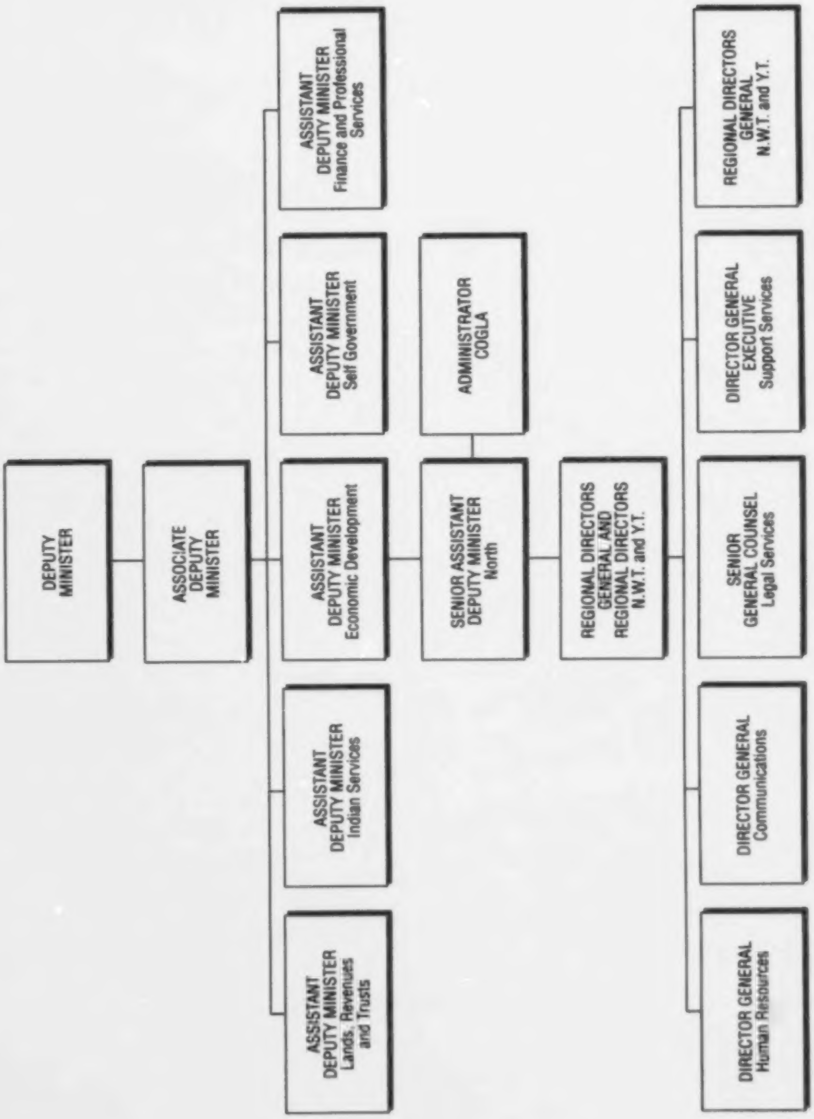
Parliamentary Committees

Senate Standing Committee on Aboriginal Peoples
House Standing Committee on Industry, Science and Technology, Regional and Northern Development
House of Commons Standing Committee on Aboriginal Affairs

Statutes

Alberta Natural Resources Act
Arctic Waters Pollution Prevention Act
British Columbia Indian Cut-off Lands Settlement Act
British Columbia Indian Reserves Mineral Resources Act
Canada Lands Surveys Act
Canada Petroleum Resources Act
Caughnawaga Indian Reserve Act
Condominium Ordinance Validation Act
Cree-Naskapi of Quebec Act
Department of Indian Affairs and Northern Development Act
Dominion Water Power Act
Fort Nelson Indian Reserve Minerals Revenue Sharing
Grassy Narrows and Islington Indian Bands Mercury Pollution Claims Settlement Act
Indian Act
Indian Lands Agreement (1986) Act
Indian Lands (Settlement of Differences) Act
Indian Oil and Gas Act
Indian (Soldier Settlement) Act
James Bay and Northern Quebec Native Claims Settlement Act
Land Titles Act
Manitoba Natural Resources Act
Manitoba Supplementary Provisions Act
Natural Resources Transfer (School Lands) Amendment Act
New Brunswick Indian Reserves Agreement Act
Northern Canada Power Commission (Share Issuance and Sale Authorization) Act
Northern Canada Power Commission Yukon Assets Disposal Authorization Act
Northern Inland Waters Act
Northwest Territories Act
Nova Scotia Indian Reserves Agreement Act
Oil and Gas Production and Conservation Act
Public Lands Grants Act
Railway Belt Act
Railway Belt and Peace River Block Act
Railway Belt Water Act
St. Peters Indian Reserve Act
St. Regis Indian Reservation Act
Saskatchewan and Alberta Roads Act
Saskatchewan Natural Resources Act
Sechelt Indian Self-Government Act
Songhees Indian Reserve Act
Territorial Lands Act
Western Arctic (Inuvialuit) Claims Settlement Act
Yukon Act
Yukon Placer Mining Act
Yukon Quartz Mining Act

Department of Indian Affairs and Northern Development


DEPUTY MINISTER
ASSOCIATE DEPUTY MINISTER
ASSISTANT DEPUTY MINISTER Lands, Revenues and Trusts
ASSISTANT DEPUTY MINISTER Indian Services
ASSISTANT DEPUTY MINISTER Economic Development
ASSISTANT DEPUTY MINISTER Self Government
ASSISTANT DEPUTY MINISTER Finance and Professional Services
SENIOR ASSISTANT DEPUTY MINISTER North
ADMINISTRATOR COGLA
REGIONAL DIRECTORS GENERAL AND REGIONAL DIRECTORS N.W.T. and Y.T.
DIRECTOR GENERAL Human Resources
DIRECTOR GENERAL Communications
SENIOR GENERAL COUNSEL Legal Services
DIRECTOR GENERAL EXECUTIVE Support Services
REGIONAL DIRECTORS GENERAL N.W.T. and Y.T.

Industry, Science and Technology Canada

Legal Title
Department of Industry, Science and Technology

Head Office
C.D. Howe Building
235 Queen Street
Ottawa, Ontario
K1A 0H5

General Inquiries
(613) 954-2788
(613) 995-8900 (Director General, Communications)

Ministers
Minister of Industry, Science and Technology
Minister of Science
Minister of State (Small Businesses and Tourism)

Principal Officers

Deputy Minister and Chief Science Advisor	– H.G. Rogers
Associate Deputy Minister	– Jean-Claude Lebel
Assistant Deputy Ministers	
Finance, Personnel and Administration	– R. Little
Policy	– R. Blackburn
Industry and Technology	– J.C. Mackay
Science	– R. Gualtieri
Operations	– C. Huot
Aboriginal Economic Programs	– H.A. Reynolds
Tourism Canada	– A. Cocksedge
Director General Communications	– W.D. Grogan

Historical Background

The Department of Industry, Science and Technology (ISTC) was established, in 1990, under the *Department of Industry, Science and Technology Act*, created through the merger of the former Department of Regional Industrial Expansion and the former Ministry of State for Science and Technology.

Overall Responsibilities

ISTC ensures Canada's international competitiveness through the strong, continuing integration of scientific, technological and industrial strategies and activities.

The mandate of the Department includes all matters involving industry and technology, trade, commerce, science and tourism over which Parliament has jurisdiction but has not assigned to any other federal department, board or agency.

Regional economic development in Ontario and Quebec is also a departmental responsibility.

In carrying out this mandate, the Department promotes:
- full, efficient and effective development and use of science and technology;
- trade and commerce in Canada;
- investment in Canadian industry, science and technology;
- entrepreneurship and the start-up, growth and expansion of small businesses;
- the growth of a science-oriented culture in Canada;
- tourism in Canada; and
- economic development in areas of Ontario and Quebec where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate.

The Department also provides support services for the marketing of Canadian goods, services and technology.

Organization and Programs

The Department comprises seven program sectors and five support branches.

Policy Sector

Policy development and co-ordination in the areas of economic, trade and small business policy development are the responsibility of this Sector. It:
- monitors policy issues;
- provides strategic policy research and economic analyses;
- evaluates departmental policies and programs;
- manages the Department's corporate planning process; and
- co-ordinates federal/provincial relations on behalf of the Department.

The Sector is made up of six branches:
- Industrial Competitiveness
- Trade Policy
- Entrepreneurship and Small Business
- Technology Policy
- Policy Services

Industry and Technology Sector

This Sector promotes internationally competitive Canadian industries. Particular emphasis is placed on key scientific and technological capabilities which enhance industrial competitiveness. It also maintains a high level of knowledge about the Canadian industrial structure and its performance.

The Sector covers all Canadian industries including manufacturing, resource processing and services.

Its seven branches are:
- Aerospace, Defence and Industrial Benefits
- Surface Transportation and Machinery
- Resource Processing Industries
- Information Technologies Industry
- Service Industries and Consumer Goods
- Special Projects
- Planning, Co-ordination and Control

Science Sector
Developing federal science and technology policies to improve investment decisions is the responsibility of this Sector. In addition, it:
- promotes and identifies opportunities for the industrial application of applied science;
- co-ordinates science-oriented activities of federal departments, boards and agencies;
- develops policies and programs and encourages excellence in science at universities, government laboratories and private sector facilities; and
- provides support to the National Advisory Board on Science and Technology (NABST).

There are four branches in the Sector:
- Science Strategy and Federal Research
- University Affairs
- Public Awareness
- National Advisory Board on Science and Technology (NABST)

Operations Sector
This Sector designs and implements procedures, standards and systems for the Department's financial incentive programs. It also:
- administers the loan insurance and recovery program;
- provides advice on Crown corporations;
- gives functional direction for business service products;
- promotes and delivers specialized national business services;
- guides the Department's international activities related to trade, investment and technology; and
- provides general management to regional offices.

The Sector's six branches are:
- Program Affairs
- Crown Investments and Guarantees
- Services to Business
- International Affairs
- Planning, Co-ordination and Regional Affairs
- Ontario Regional Development.

Regional Development (Quebec) Sector
Promoting economic development in areas of Quebec experiencing slow economic growth, low incomes or inadequate employment opportunities is the responsibility of this Sector.

The Sector has five branches:
- Central Regions
- Resource Regions
- Planning, Policy and Agreements
- Liaison
- Communications and Co-ordination

Aboriginal Economic Programs Sector
The mandate of this Sector is to foster increased economic self-reliance for Canada's aboriginal peoples through the establishment of a strong aboriginal private sector.

The Sector's three branches are:
- Business Development and Joint Ventures
- Aboriginal Capital Corporations
- Research and Advocacy

Tourism Canada Sector
This Sector encourages and supports the economic growth, excellence and international competitiveness of the Canadian tourism industry.

Three branches carry out the Sector's mandate:
- Market Development
- Product Development
- Research

Finance, Personnel and Administration
This Branch advises on policy and program direction. It provides executive direction, control and operational support in the areas of comptroller services; human resources; information management; administrative services; corporate development; and the implementation of access to information and privacy objectives.

Communications Branch
Communications strategies, plans and products are developed by this Branch. It also co-ordinates public affairs and supports the marketing of the Department's services and programs.

Legal Services
This Branch provides legal advice and support as required by the Department and associated bodies.

Operations Audit
Assessing the efficiency, economy and effectiveness of internal management policies, practices and controls is the reponsibility of this Branch.

Office of the Corporate Secretary
In addition to providing secretarial and administrative support, this Branch carries out liaison and intelligence functions for ministers, the Deputy Minister, the Associate Deputy Minister and senior executive officers.

Regional Offices

Parsons Building
90 O'Leary Avenue
P.O. Box 8950
St. John's, Newfoundland
A1B 3R9
Tel: (709) 772-4866
Fax: (709) 772-5093

134 Kent Street, Suite 400
Confederation Court Mall
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Fax: (902) 566-7450

Central Guaranty Trust Tower
5th Floor
1801 Hollis Street
P.O. Box 940, Station M
Halifax, Nova Scotia
B3J 2V9
Tel: (902) 426-4782
Fax: (902) 426-2624

Assumption Place
770 Main Street
P.O. Box 1210
Moncton, New Brunswick
E1C 8P9
Tel: (506) 851-4782
Fax: (506) 851-6429

Tour de la Bourse, Suite 3800
800 Victoria Place
P.O. Box 247
Montreal, Quebec
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Tel: (514) 283-8185
Fax: (514) 283-3315

Dominion Public Building, 4th Floor
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330 Portage Avenue, Room 608
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R3C 2V2
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Fax: (204) 983-2187

105 21st Street East, 6th Floor
Saskatoon, Saskatchewan
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Tel: (306) 975-4400
Fax: (306) 975-5334

Canada Place, Room 540
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Tel: (403) 495-4782
Fax: (403) 495-4507

650 West Georgia Street, Suite 900
P.O. Box 11610
Vancouver, British Columbia
V6B 5H8
Tel: (604) 666-0434
Fax: (604) 666-8330

108 Lambert Street, Suite 301
Whitehorse, Yukon
Y1A 1Z2
Tel: (403) 668-4655
Fax: (403) 668-5003

Precambrian Building
P.O. Bag 6100
Yellowknife, Northwest Territories
X1A 2R3
Tel: (403) 920-8578
Fax: (403) 873-6228

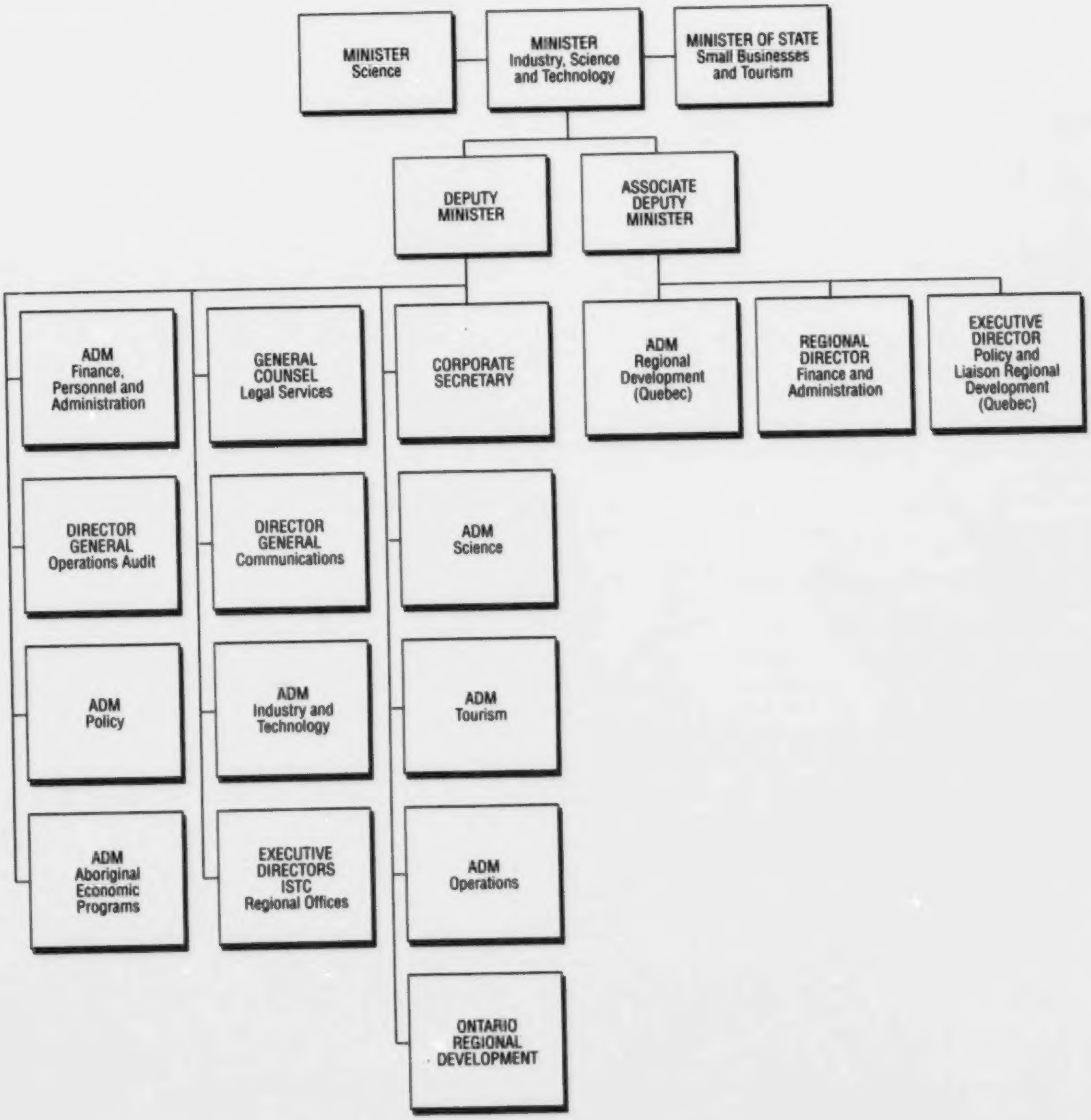
Parliamentary Committees

Industry, Science and Technology Canada
Regional and Northern Development

Statutes

Agricultural and Rural Development Act
Atlantic Fisheries Restructuring Act
Canadian Space Agency Act
Cape Breton Development Corporation Act
Corporations and Labour Unions Returns Act
Department of Regional Industrial Expansion Act
Federal Business Development Bank Act
Government Organization Act, 1983
Industrial and Regional Development Act
Investment Canada Act
National Research Council Act
Natural Sciences and Engineering Research Council
Regional Development Incentives Act
Science Council of Canada Act
Small Business Investment Grants Act
Small Businesses Loans Act
Special Areas Act
Statistics Act

Industry, Science and Technology Canada


MINISTER
Science
MINISTER
Industry, Science and Technology
MINISTER OF STATE
Small Businesses and Tourism
DEPUTY MINISTER
ASSOCIATE DEPUTY MINISTER
ADM
Finance, Personnel and Administration
DIRECTOR GENERAL
Operations Audit
ADM
Policy
ADM
Aboriginal Economic Programs
GENERAL COUNSEL
Legal Services
DIRECTOR GENERAL
Communications
ADM
Industry and Technology
EXECUTIVE DIRECTORS
ISTC
Regional Offices
CORPORATE SECRETARY
ADM
Science
ADM
Tourism
ADM
Operations
ONTARIO REGIONAL DEVELOPMENT
ADM
Regional Development (Quebec)
REGIONAL DIRECTOR
Finance and Administration
EXECUTIVE DIRECTOR
Policy and Liaison Regional Development (Quebec)

Canada Development Investment Corporation

Head Office

Scotia Plaza
40 King Street West, Suite 2703
Toronto, Ontario
M5H 3Y2

Ministers

Minister of Finance
Minister of State (Privatization and Regulatory Affairs)

Principal Officers

Deputy Minister (Privatization and Regulatory Affairs) – Nancy Hughes Anthony

Historical Background

The Canada Development Investment Corporation (CDIC) was established, in 1982, under the *Canada Business Corporations Act*.

Overall Responsibilities

The Corporation manages Crown corporations and investments assigned to it and effects the privatization of these, where appropriate. It manages the federal shares in mixed-ownership enterprises for which divestiture is the ultimate objective but which may require commercial strengthening before federal shares can be sold.

Organization and Programs

CDIC is responsible for the divestiture of corporate interests of the Crown. It can purchase government interest in a private sector corporation, assume management of currently held government assets or divest government-held stock in either Crown corporations or mixed-ownership companies.

When CDIC buys stock in a private corporation, the latter becomes a mixed ownership company. When the Corporation manages government interests, it is acting as a holding company. When CDIC divests of government, it transforms Crown corporations and mixed ownership companies into private companies.

Since 1984, the Corporation has concentrated on the divestiture of government assets rather than their purchase.

The Board is managed by 13 directors, all of whom hold senior positions in the Canadian private sector.

Regional Offices

None

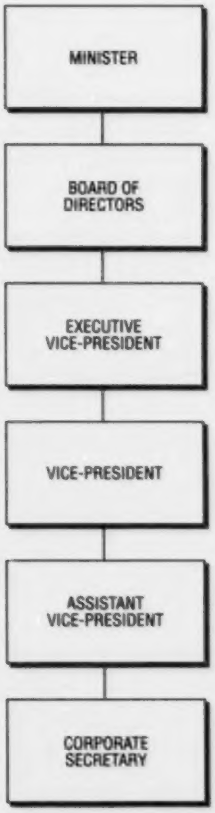
Parliamentary Committee

House of Commons Standing Committee on Industry, Science and Technology, Regional and Northern Development.

Statutes

Air Canada Public Participation Act
Eldorado Nuclear Limited Reorganization and Divestiture Act
Canada Development Corporation Reorganization Act
Teleglobe Canada Reorganization and Divestiture Act

Canada Development Investment Corporation


MINISTER
BOARD OF DIRECTORS
EXECUTIVE VICE-PRESIDENT
VICE-PRESIDENT
ASSISTANT VICE-PRESIDENT
CORPORATE SECRETARY

Canada Post Corporation

Head Office
Sir Alexander Campbell Building
Confederation Heights
Ottawa, Ontario
K1A 0B1

General Inquiries
(613) 734-8440

Minister
Minister Responsible for the Canada Post Corporation

Principal Officers
Board of Directors
Chairperson – Sylvain Cloutier, Ottawa, Ontario
President and C.E.O. – Donald H. Lander, Ottawa, Ontario
Members
Micheline Bouchard, Saint-Bruno, Quebec
Anne Chippendale, Calgary, Alberta
William P. Dalton, St. John's, Newfoundland
A. Ernest Downs, Swift Current, Saskatchewan
Pierre Roy, Île-des-Soeurs, Quebec
Daniel J. Scanlan, Toronto, Ontario
Orland Tropea, Oakville, Ontario
Terry E. Yates, Hamilton, Ontario
Secretary of the Board and Corporate Secretary – N. Roger Gauthier, Ottawa, Ontario

Group Vice-Presidents
Corporate Development, Real Estate and Legal and Corporate Affairs – Georges C. Clermont
Human Resources and Administration, Marketing and Sales, Divisional Operations, Communications, Customer Service and Merchandising – William T. Kennedy
Vice-Presidents
Chief Financial Officer – Kenneth J. Harry
Mail Operations – Léo Blanchette
Human Resources and Administration – Harold A. Dunstan
Corporate Development – John A. Fellows
Business Planning – Henry J. Klassen
Real Estate – Elisabeth C. Kriegler
Divisional Operations – André Malo
Legal and Corporate Affairs – Peter C. McInenly
Systems and Engineering – Jacques Sincennes
Marketing and Sales – Robert J. Sirois
Network Operations and Purchasing – Don Swanson
Information Technology – D. Kenneth Tucker
Corporate Secretary – N. Roger Gauthier

Historical Background

A single national postal system was created in 1867 by an Act of the Canadian Parliament, *An Act for the regulation of the Postal Service.*

Canada Post Corporation was established as a Crown corporation in 1981 through proclamation of the *Canada Post Corporation Act.*

Overall Responsibilities

Canada Post is responsible for the collection, processing and delivery of some nine billion messages and parcels annually, to more than 11 million points of delivery in Canada. Its products and services are marketed through a network of over 16 700 points of sale, two-thirds of which are operated by private business. It also provides international postal service through links with 160 postal administrations.

Organization and Programs

Canada Post provides a wide range of communications services to Canadians, including:

- regular and special letter mail
- priority courier
- parcel service
- advertising mail
- electronic mail
- registered and security mail
- business reply mail
- insurance
- money orders
- cash on delivery
- money packets

Fifteen departments manage the Corporation's operations.

Finance Department

The fiscal administration of the Corporation is the responsibility of this Department.

Mail Operations Department

This Department manages and administers the actual physical movement of the mail.

Human Resources and Administration Department

The development and direction of all policies relating to the human resource function, including labour relations and administration are the responsibility of this Department.

Corporate Development Department
This Department formulates plans and policies to enhance the economy, efficiency and effectiveness of Canada Post.

Business Planning Department
In addition to product development and corporate planning, this Department is responsible for operational planning, project management and performance reporting.

Real Estate Department
Asset management, including acquisition, disposition, leasing, construction and property management is looked after by this Department.

Divisional Operations Department
This Department co-ordinates the activities of Head Office and the 10 regional divisions.

Legal and Corporate Affairs Department
Various corporate functions, including the law department, internal audit and international postal affairs are the responsibility of this Department.

Systems and Engineering Department
This Department provides engineering and technical services to the physical plant administration.

Marketing and Sales Department
Sales and promotion of the Corporation's services and products are the responsibility of this Department.

Communications Department
In addition to external communications, this Department looks after employee relations and government liaison.

Customer Service Department
This Department fosters responsiveness to customer needs throughout the Corporation.

Merchandising Department
Advertising, promotions and special events are looked after by this Department.

Network Operations and Purchasing Department
Besides managing the operating network, this Department looks after all corporate purchasing requirements.

Information Technology Department
Product support systems and management information systems are the responsibility of this Department. This includes telecommunications.

The Corporation is launching the largest investment program in its history to modernize postal facilities and equipment. The eroding asset base will be renewed through the purchase of the state-of-the-art mail processing equipment and renovation or replacement of facilities throughout Canada.

Regional Offices

Atlantic Division
1713 Bedford Row
Halifax, Nova Scotia
B3J 2B1

Quebec Division
1535 Chemin Ste-Foy
Quebec, Quebec
G1S 2P0

Montreal Division
715 Peel Street
Montreal, Quebec
H3C 2H0

Rideau Division
2733 Lancaster Road
Ottawa, Ontario
K1A 0C1

York Division
7020 20 Bay Street
Toronto, Ontario
M5J 1A1

Huron Division
955 Highbury Avenue
London, Ontario
N5Y 1A3

Mid-West Division
266 Graham Avenue
Winnipeg, Manitoba
R3C 0K0

Foothills Division
10020 101A Avenue
Edmonton, Alberta
T5J 4J4

Pacific Division
1010 Howe Street
Vancouver, British Columbia
V6B 4Z3

Northern Services Division
Head Office
Confederation Heights
Ottawa, Ontario
K1A 0B1

Parliamentary Committees

House of Commons Standing Committee on Consumer and Corporate Affairs and Government Operations
Official Languages*
Human Rights and the Status of Disabled Persons*

*upon request

Canadian Space Agency

Head Office

Place Air Canada
500 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1Z7

General Inquiries

Montreal: (514) 496-4100
Ottawa: (613) 990-6785

Ministers

Minister of Industry, Science and Technology
Minister for Science

Principal Officers

President	– Larkin Kerwin
Executive Vice-President	– Laurent A. Bergeron
Vice-President, Operations	– Mac Evans
Vice-President, Research and Applications	– Garry Lindberg
Director General, Policy and Planning	– Jocelyn Ghent Mallett
Director General, Corporate Services	– Mario Rinaldi
Director of Communications	– Pia Tallieu

Historical Background

The Canadian Space Agency was established in 1990 through a transfer of programs and responsibilities relating to space from the Department of Communications, the Department of Energy, Mines and Resources, the Ministry of State for Science and Technology and the National Research Council. The Agency promotes the peaceful use and development of space, advances the knowledge of space through science and ensures that space science and technology provide social and economic benefits for Canadians.

Overall Responsibilities

The Canadian Space Agency performs duties and functions in relation to all matters concerning space over which Parliament has jurisdiction and which are not assigned by law to any other department, board or agency of the Canadian government.

The Agency:

- helps the Minister co-ordinate space policies and programs of the Government of Canada;
- plans, directs, manages and implements programs and projects relating to scientific or industrial space research;
- promotes the transfer and diffusion of space technology to Canadian industry; and
- encourages commercial exploitation of space capabilities, technology, facilities and systems.

In carrying out its objects, the Agency may:

- construct, procure, manage, maintain and operate space research and development vehicles, facilities and systems;
- assist departments, boards and agencies of the Government of Canada to use and to market space technology;
- make grants and contributions in support of programs or projects relating to scientific or industrial space research and development and the application of space technology; and
- co-operate with space-related agencies of other countries in the peaceful use and development of space.

Organization and Programs

The Canadian Space Agency is composed of four sectors: Operations, Research and Applications, Planning/Co-ordination and External Relations and Corporate Services.

Operations

This Sector is responsible for the overall planning, co-ordination, and direction of Canada's involvement in major Crown projects and other important national and international space development and operations projects. These include overseeing Canada's participation in the International Space Station Project and the development and implementation of the RADARSAT remote-sensing satellite, scheduled for deployment in 1994. The Sector is also responsible for Canada's Astronaut Program, including the quality of scientific and technical representation provided on behalf of Canadian space community interests in the manned space projects of other countries.

Research and Applications
This Sector contains the scientific and technological complement of the Agency and is responsible for the advancement of the knowledge of space through science. Co-operating with industry and universities, it establishes and maintains the necessary national space technology research and development base, maintains close liaison with the scientific community and facilitates the exchange of personnel. Included in this area are space science research and infrastructural support, space technology including work in space mechanics, space optical technology, space systems and technology transfer and the David Florida Laboratory, Canada's comprehensive space environmental testing laboratory.

Planning/Co-ordination and External Relations
This Sector advises and recommends strategies and priorities for Canada's participation in national and international space programs. It co-ordinates space program developments within the Agency and with other federal departments and agencies and liaises with provincial governments and foreign partners. It also advises Canadian industry on how to take advantage of national and international space program opportunities. The Sector also manages the consultative process required to maintain Canada's long-term space plan, provides a secretariat for the Interdepartmental Committee on Space and the Space Advisory Board, and supports all other sectors of the Agency in international relations, federal-provincial relations and regional industrial development.

Corporate Services
This Sector oversees the establishment and continuing delivery of corporate-wide services for the Canadian Space Agency in finance, administration, human resources and information management. This includes ensuring sound financial administration, particularly with respect to the Agency's funding programs for Canadian research and development, as well as Canada's involvement in the space development projects of such international organizations as the European Space Agency and in major space programs such as the Space Station. The Director General, as the Agency's designated project authority, is accountable for overseeing construction and relocation of staff to the Agency's corporate headquarters in St-Hubert, Quebec, expected to be completed in 1993.

Regional Office

240 Sparks Street
Ottawa, Ontario
K1A 1A1
(613) 990-6785

Parliamentary Committee

Standing Committee on Industry Science and Technology, Regional and Northern Development

Statute

An Act to Establish the Canadian Space Agency

Cape Breton Development Corporation

Head Office
95 Union Street
Glace Bay, Nova Scotia

Mailing Address
P.O. Box 2500
Sydney, Nova Scotia
B1P 6K9

General Inquiries
(902) 564-2848
(902) 564-7775 (Director of Corporate Affairs)

Minister
Minister of State (Small Business and Tourism)

Principal Officers
Chairperson – John E. Terry (Sydney, Nova Scotia)
President and Chief Executive Officer – Earnest A. Boutilier (Sydney, Nova Scotia)
Directors
  John Bardswich, Sydney Mines, Nova Scotia
  Michael Cochrane, Toronto, Ontario
  Annette Verschuren, Toronto, Ontario
  Larry Hood, Halifax, Nova Scotia
  Clair Callaghan, Halifax, Nova Scotia
Vice-President Finance – Merrill D. Buchanan
Vice-President Human Resources – Walter MacKenzie
Vice-President Environment and Technical Services – Ron Nicholson
Vice-President Operations – Bob Cooper
Director of Marketing – Adrian White
Director of Corporate Affairs – Wayne Antler
Director of Management Information Systems – W. Maclellan
Legal Counsel and Corporate Secretary – Keith Crocker

Historical Background

The Cape Breton Development Corporation (DEVCO) was established as a Crown corporation by the *Cape Breton Development Corporation Act* in 1967.

Overall Responsibilities

DEVCO is responsible for the development and operation of mines and related facilities in the Sydney coalfields.

Organization and Programs

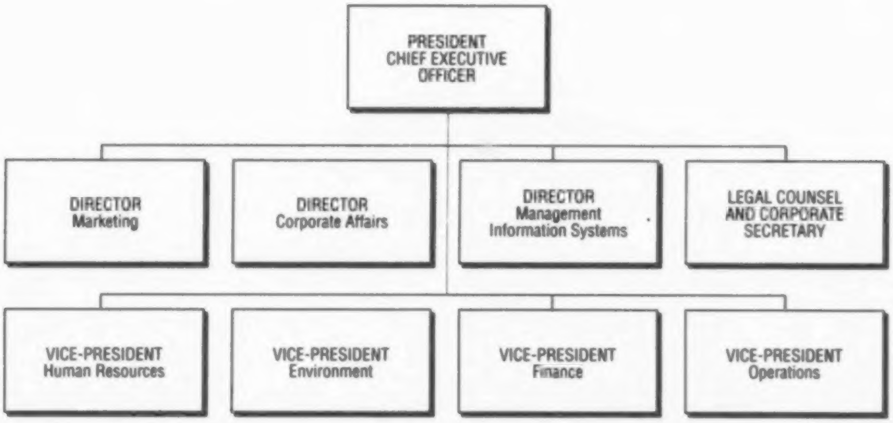
The Corporation consists of one division, the Coal Division.

DEVCO is the largest producer of coal in Eastern Canada. Current operations comprise three producing collieries and support facilities for the preparation and local transportation of coal. The Corporation also distributes coal in Canada and internationally, and markets coal-water fuel, a substitute for heavy fuel oil.

Regional Offices

None

Cape Breton Development Corporation


PRESIDENT
CHIEF EXECUTIVE OFFICER
DIRECTOR Marketing
DIRECTOR Corporate Affairs
DIRECTOR Management Information Systems
LEGAL COUNSEL AND CORPORATE SECRETARY
VICE-PRESIDENT Human Resources
VICE-PRESIDENT Environment
VICE-PRESIDENT Finance
VICE-PRESIDENT Operations

Federal Business Development Bank

Head Office

800 Victoria Square
P.O. Box 335
Montreal, Quebec
H4Z 1L4

General Inquiries

Toll-free: 1-800-361-2126

Ministers

Minister of Industry, Science and Technology
Minister of State, Small Businesses and Tourism

Principal Officers

Chairperson of Executive Committee, President	– G.A. Lavigueur
Chairperson of the Board	– W.J. McAleer
Members of the Executive Committee	– W.J. McAleer J.T. Douglas Jean-Claude Lebel G. Wyman
Directors	– R.C. Atkinson Andrew Celmainis H.J.F. Bloomfield J.W. Crow Dennis H. Freeman B.J. Lavoie D. McMillan B. Tsakumis

Historical Background

The Federal Business Development Bank (FBDB) was founded in 1975, to replace the Industrial Development Bank (IDB) which had been established in 1944 under the jurisdiction of the Bank of Canada.

The task of restructuring the Canadian economy in the period after the Second World War challenged both the federal government and the financial community. As heavy industry geared down to a peacetime level, the small-business sector became increasingly important in the economy and, therefore, in the political structure as well.

The Industrial Development Bank was created as a response to that challenge. Its history is one of financial innovation, political restraint and a successful co-operative effort between government and the business community. The Bank provided services complementary to those of financial institutions, assisting small businesses in particular.

The IDB operated under a series of governments and went on to become a model for similar institutions in other countries.

Since taking over from the IDB, the Federal Business Development Bank has changed considerably. Its first mandate was to provide loans to small and medium-sized enterprises throughout Canada. Later on, other services such as training, counselling, investment banking and, more recently, financial planning were added.

Overall Responsibilities

The Federal Business Development Bank is a Crown corporation that promotes and assists most types of businesses in Canada, either at start up or at any other stage in their development. It pays particular attention to the needs of small- and medium-sized businesses.

Organization and Programs

The FBDB offers three principal programs to Canada's business community.

Financial Services Division

This Division manages loans, loan guarantees and export-receivable financing for the FBDB.

Term Loans: the acquisition of fixed assets such as land, buildings, machinery and equipment may be financed through a term loan from the FBDB.

Term loans can also be extended to finance many other business proposals, including the purchase of existing businesses. In some cases, they can be made to replenish or increase the working capital of a business or to finance increasing sales.

FBDB does everything possible to structure repayment terms to meet the ability of its clients to repay. A variety of payment methods is available.

Loan Guarantees: the FBDB can also act as a guarantor for a client in its dealings with a chartered bank or other financial institution. Security required for a guarantee is usually the same as for a term loan. A small commission is charged for this service.

Export Receivable Financing: Under this Program, the FBDB will provide a full guarantee to financial institutions for lines of credit extended to exporters. It can cover from 60 to 90 percent of the value of the export receivables that are used as security. The guarantee is normally for one year and is renewable.

Venture Capital Division

The primary objective of this Division is to build momentum in the small- and medium-sized business sector of the economy. In doing so, it has become one of the largest generators of venture capital in Canada, stimulating the flow of capital needed to commercialize products, services or technologies when, for a variety of reasons, a term loan or other forms of financing are not the route to take.

It usually takes from three to seven years for the Division's ventures to grow into profitable businesses. During that period, investees profit from a blend of financial and managerial resources specifically developed for the small- and medium-sized business sector.

When the FBDB invests its own funds in a company, its policy is to remain a minority shareholder and to divest itself of its holdings as soon as it becomes feasible. This allows the Bank to continually rechannel its venture capital into other promising firms requiring equity.

Management Services Division

This Division offers a variety of counselling and training services.

Counselling Assistance to Small Enterprises (CASE): many small- and medium-sized businesses are owned and managed by individuals who may know little about keeping records of financial control. To manage their businesses more effectively, owners can receive sound and practical advice through this Program.

CASE provides the services of over 1100 successful, retired business people who assist in all areas of business management, including accounting, marketing, production and personnel.

Any business with fewer than 75 employees is eligible for CASE services. Being a borrower from the FBDB is not a requirement and costs are moderate.

Financial Planning: this Program offers three specific services to businesses to improve their chances of getting financial support from lending institutions, investors or government agencies.

Strategic Planning: this Service helps businesses evaluate their position in the marketplace, particularly in relation to the competition. It also helps them better understand and cope with:

- major environmental trends and their potential impact on a company;
- market-related factors and their effect on profitability;
- the firm's position in a competitive marketplace and ways of improving it;
- its marketing mix and relationship to customer needs;
- its internal resources, such as manpower, money, materials and fixed assets; and
- its production, research and development, administration and management.

Financial Packaging: devised for larger projects, this Service places the FBDB's Project Development Team, with its vast experience in financing proposals, at the disposal of the client. The team:

- undertakes an analysis of the client's existing or proposed business;
- prepares a comprehensive report, with the company and its advisors, that can be used by financial or governmental institutions to properly assess the client's application for funding;
- structures the financial proposal according to the specific needs of the business; and
- develops a package that may include a variety of financing vehicles such as short- or long-term loans, equity financing, government grants or a combination of these.

After having drawn up its proposal, the FBDB can also act as an intermediary, on behalf of the client, to present the proposal to other financial institutions and government agencies for consideration.

Do-It-Yourself Kits: these packages provide all the forms, documentation and explanations necessary to help a small business operator draw up the plans required for many of the important aspects of running a business. Five kits are available:

- Arranging Financing
- Forecasting and Cash Flow Budgeting
- Analysing Financial Statements
- Evaluating the Purchase of a Small Business
- Credit and Collection Tips

Business Management Seminars: this program consists of a variety of full- and half-day seminars on general management, marketing, financing and personnel. Twenty-two different topics are covered, and more are being developed all the time. There is a modest fee for each seminar.

The Bank also develops or co-operates in developing and organizing seminars to meet the requirements of business associations and professional groups.

The services of a CASE counsellor may be retained, at a modest fee, to assist in implementing ideas learned at seminars.

Business Management Courses: these 30-hour courses are designed and published especially for business people interested in improving their management skills. Courses follow the case study method with participants applying what they have learned to a realistic business situation.

Courses cover all aspects of business including advertising, bookkeeping, personnel administration, financial management, marketing, manufacturing and retailing. One of the most popular subjects is "How to Start a Small Business."

They are distributed in collaboration with the ministries and departments of education of the provinces and territories and are usually offered by community colleges (CEGEPs in Quebec) or similar educational facilities, in the evening over a ten-week period.

Publications
The FBDB publishes "Profit$", a quarterly newspaper, which deals with matters of interest to the small- and medium-sized business community. While the Bank maintains no mailing list for this publication, it is distributed free of charge to all businesses across Canada through Canada Post.

Community Business Initiatives
Developed to provide business people in smaller communities with training and counselling tailored to their needs, Community Business Initiatives is the Bank's newest service.

Each initiative groups approximately 30 business people who meet on a monthly basis for workshops given by experts on topics chosen by the participants themselves. The project co-ordinator, a local business person, then visits the participants at their places of business to discuss practical applications of the issues covered in the workshop. The project calls for 40 hours of group workshops and 40 hours of on-site advisory time over a 12-month period.

Regional Offices

Atlantic Region
Cogswell Tower
Scotia Square, Suite 1400
P.O. Box 1656
Halifax, Nova Scotia
B3J 2Z7

Quebec Region
800 Victoria Square, Suite 4600
P.O. Box 190
Montreal, Quebec
H4Z 1C8

Ontario Region
777 Bay Street, 29th Floor
Toronto, Ontario
M5G 2C8

Prairie and Northern Region
155 Carlton Street, Suite 1200
Winnipeg, Manitoba
R3C 3H8

B.C. and Yukon Region
700 601 West Hastings Street
Vancouver, British Columbia
V6B 5G9

Parliamentary Committee

Standing Committee on Industry, Science and Technology, Regional and Northern Development

Statute

Federal Business Development Bank Act

Investment Canada

Head Office
235 Queen Street
Ottawa, Ontario

Mailing Address
P.O. Box 2800
Station D
Ottawa, Ontario
K1P 6A5

General Inquiries
(613) 995-0465

Minister
Minister of Industry, Science and Technology

Principal Officers
President – Paul Labbé
Executive Vice-President – Alan Nymark
Vice-President, Investment Review – G.H. Dewhirst
Vice-President, Investment Development – Jon Church
Corporate Secretary – Francine Matte
Senior Policy Advisor – David Husband
Director, Corporate Services – C.E. Hitsman
Director of Communications – Carol Lutes Racine

Historical Background

Established under the *Investment Canada Act* in 1985, the Agency affirms the Government's commitment to fostering higher levels of investment, greater innovation, increased international competitiveness and a positive climate for the development and growth of new enterprises.

Overall Responsibilities

The mandate of Investment Canada is to:

- promote investment in Canada by Canadians and non-Canadians;
- undertake research and provide policy advice on matters relating to investment; and
- review major foreign investments to determine if they are likely to be of net benefit to Canada.

Organization and Programs

Investment Canada is organized into five divisions.

Investment Development Division

As the focal point for federal efforts to promote investment, this Division works with other federal departments, the provinces and territories and the business community to:

- promote Canada as an attractive place to invest;
- work with companies, in Canada and abroad, to attract quality investment, particularly in technology-based sectors;
- provide counselling and other services to investors domestically and abroad; and
- develop communications strategies and programs in support of the Investment Development Program (IDP).

Investment Research and Policy Division

In addition to monitoring national and international investment trends, this Division:

- offers advice to the Minister on Canada's investment climate;
- conducts corporate and sectoral analyses within Canada and abroad;
- seeks the most appropriate ways to attract new investment to Canada; and
- manages the Agency's library resources, providing access to investment and business information from across Canada and around the world.

Investment Review Division

This Division provides advice to investors on the review requirements of the *Investment Canada Act* and on policies that may be relevant to particular investments. It assesses investment proposals by non-Canadians that are up for review and advises the Minister on whether or not they are likely to benefit Canada. It also monitors progress on the implementation of business plans for approved investments.

Office of the Corporate Secretary

In addition to examining and certifying all notifications and applications for review submitted by investors, the Office of the Corporate Secretary:

- prepares ministerial opinions on status and non-status questions submitted by investors;
- responds to and advises the Minister on requests for early implementation;
- provides legal advice on the interpretation and application of the Act and Regulations;
- co-ordinates requests received under the *Access to Information and Privacy Acts*; and
- monitors investment activity in Canada to ensure compliance with the Act.

Corporate Services Division
This Division provides general administrative support. This includes: human resource management, financial and administrative services and management information.

Regional Offices

Investment Canada has no regional offices in Canada, although Industry, Science and Technology Canada's regional offices across Canada can provide some information on the Agency's mandate and activities.

Outside Canada, the Agency has investment counsellors in several of the major Canadian missions abroad – New York, Los Angeles, London, Paris, The Hague, Bonn, Hong Kong and Tokyo – and is represented by commercial officers in more than 40 others.

Parliamentary Committee

Standing Committee on Industry, Science and Technology, Regional and Northern Development

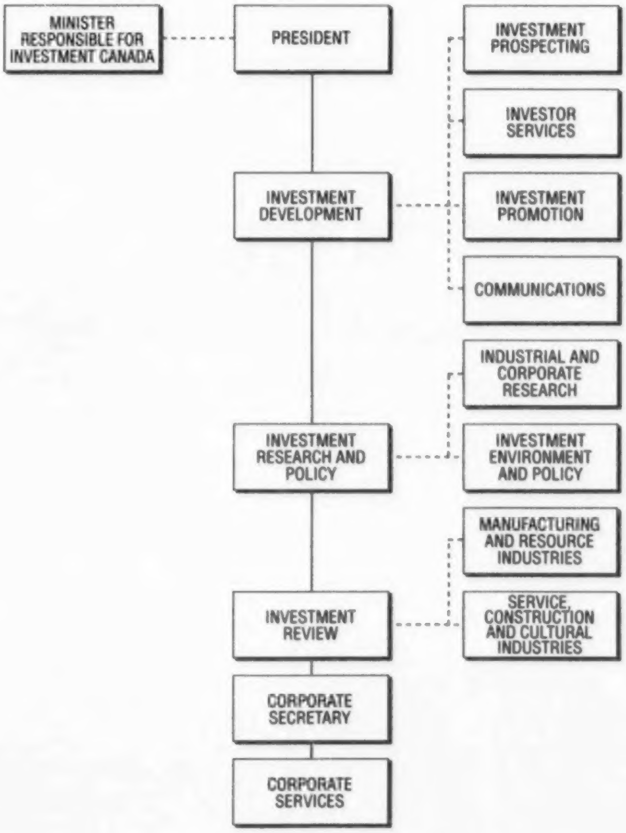
Statutes

Investment Canada Act
Public Service Employment Act
Financial Administration Act

Other pieces of legislation also have some bearing on the regulation of investments in Canada such as:

Bank Act
Loan Companies Act
Investment Companies Act
Canadian British Insurance Companies Act
Corporations Act
Trust Companies Act
National Transport Act
Broadcasting Act
Income Tax Act
Canada Corporations Act
Canada Business Corporations Act
Citizenship Act
Canadian Petroleum Act

Investment Canada


MINISTER RESPONSIBLE FOR INVESTMENT CANADA
PRESIDENT
INVESTMENT PROSPECTING
INVESTOR SERVICES
INVESTMENT DEVELOPMENT
INVESTMENT PROMOTION
COMMUNICATIONS
INDUSTRIAL AND CORPORATE RESEARCH
INVESTMENT RESEARCH AND POLICY
INVESTMENT ENVIRONMENT AND POLICY
MANUFACTURING AND RESOURCE INDUSTRIES
INVESTMENT REVIEW
SERVICE, CONSTRUCTION AND CULTURAL INDUSTRIES
CORPORATE SECRETARY
CORPORATE SERVICES

National Research Council Canada

Legal Title
National Research Council of Canada

Head Office
Building M-58,
Montreal Road,
Ottawa, Ontario.
K1A 0R6

General Inquiries
(613) 993-3106

Minister
Minister for Science

Principal Officers

President	– Pierre O. Perron
Executive Vice-President, Technology and Administration	– Ross Pottie
Vice-Presidents	
Biotechnology	– Maurice Brossard
Science	– Clive Willis
Engineering	– Earl Dudgeon
Secretary-General	– Lucie Lapointe-Shaw

Historical Background

The National Research Council (NRC) was established in 1916 with a broad mandate to co-ordinate and promote scientific and industrial research in Canada. The *NRC Act* assigned but did not limit NRC to the following functions:

- improvement of the use of Canada's natural resources;
- improvement of technical methods and processes employed in Canadian industry;
- maintenance and improvement of the primary physical standards of measurement for Canada;
- setting of standards of quality for material used in public works;
- standardization of scientific and technical apparatus used in Canadian industry and government; and
- fostering the carrying-out of scientific and industrial research.

Overall Responsibilities

The National Research Council, Canada's leading science and technology agency, fulfils three main responsibilities.

As a partner with industry in research and development, NRC helps Canadian firms improve productivity, develop new products and solve technical problems in such diverse areas as transportation, construction, biotechnology, manufacturing systems, and industrial materials.

As a source of basic scientific and engineering strength for the national interest, NRC carries out research and development in collaboration with other government departments and private sector organizations in such areas as health care, public safety and national security.

As a contributor to the development of the national science and technology infrastructure, NRC maintains national facilities that are used by scientists and engineers in industry, universities and government organizations across Canada. These include wind tunnels for aerodynamic research, marine dynamics facilities and astrophysical observatories; the services of NRC's national science library, the Canada Institute for Scientific and Technical Information; and NRC's highly acclaimed Industrial Research Assistance Program.

A qualified, skilled and experienced work force underlies all of these activities. Since the need for highly trained personnel in Canada is particularly acute, NRC works in partnership with other departments,institutions and agencies, fostering the development and training of human resources.

Organization and Programs

At the National Research Council, scientists, engineers and their technical staffs work on strategic research programs with broad, long-term impact in biotechnology, transportation, construction, industrial automation, computer technology, advanced materials and processes, standards and astronomy.

Institute for Marine Biosciences

Located in Halifax, Nova Scotia, the Institute conducts research in the fields of marine biosciences, biological chemistry and analytical chemistry. This Laboratory's new focus is on a national mandate in marine plant biology.

Institute for Biological Sciences

This Ottawa-based Institute carries out research on improved fermentation and enzymatic processes to make useful products or to eliminate wastes; techniques for the development of better diagnostic and therapeutic agents and methodologies for the characterization and modification of proteins for enhanced utility. The Institute collaborates with industries, universities, research hospitals and other government departments.

Biotechnology Research Institute

This Institute conducts research in biochemical engineering, genetic engineering, protein engineering and immunology in close collaboration with industry, universities and public research agencies. The objective of the Institute is to establish, in partnership with Canadian industries and universities, a strong national program in biotechnology research and development that will have extensive and eventually dominant private sector involvement. The Institute is located in Montreal.

Canadian Institute of Industrial Technology
This Winnipeg-based Institute provides a complete research environment for technical teams from industry, university and government for co-operative projects in areas such as artificial intelligence and expert systems, computer-integrated manufacturing and sensor-based robotics. Opened in 1987, the Institute works in partnership with more than 30 Canadian companies.

Institute for Environmental Chemistry
Located in Ottawa, this new Institute focusses on ways to help industry reduce the use of hazardous materials and improve methods for their control and destruction. It also strengthens data bases and helps spread information on clean technologies. The research program includes waste reduction and treatment, process technology and measurement science.

Herzberg Institute of Astrophysics
Also located in Ottawa, This Institute operates and maintains astronomical observatories as national facilities which are made available to all interested scientists. Research is carried out in the fields of astronomy, space science and molecular spectroscopy, and the Institute develops new techniques and instruments for collecting and assessing astronomical data. Observatories are located in Victoria and Penticton, British Columbia.

Industrial Materials Institute
This Institute is responsible for major research and development projects in the industrial and manufacturing sectors in Canada dealing with a vast range of materials including metals, glass, ceramics, concrete and plastics. Researchers study manufacturing processes used for making these materials, resistance to corrosion, chemical degradation, wear, aging and fatigue, and the establishment of mathematical models of moulding, assembling and finishing processes. The Institute is located in Boucherville, Quebec.

Institute for Marine Dynamics
Based in St. John's, Newfoundland, the Institute is a Canadian leader in hydrodynamics and marine ice research. It conducts research related to the requirements and development of vessels and offshore structures. The Institute's facilities are used by marine consultants, ship designers, builders, owners, operators and repairers, offshore operators, and transportation and shipping companies.

Institute for Research in Construction
Located in Ottawa this Institute is the principal research arm of the Canadian construction industry, developing the technology needed to ensure safe, durable structures at reasonable cost. Research programs focus on the design, construction, operation and performance of structures. The Institute is also involved in regulation, evaluation and technology transfer.

Institute for Mechanical Engineering
This Ottawa-based Institute undertakes research and development in hydrodynamics, thermodynamics, manufacturing technology, mechanics and systems engineering. Areas of special interest include transportation and industrial productivity. The Division also operates several national facilities for engineering research and development.

Institute for Aerospace Research
Also based in Ottawa, this Institute does research and development in support of the Canadian aerospace community, working on design, manufacture, performance, use and safety of aircraft and related vehicles. Research programs are also related to wind engineering, industrial aerodynamics, protection of the environment and public safety.

Plant Biotechnology Institute
Located in Saskatoon, Saskatchewan, this Institute is Canada's national laboratory for advanced research on biotechnologies for higher plants, especially those important in agriculture, forestry and industrial processing. The aim of the Institute is to produce new, exploitable biotechnology for Canada, concentrating on techniques of cell and molecular biology and biological chemistry.

Steacie Institute for Molecular Sciences
This is a new institute named in honour of former NRC President Dr. E.W.R. Steacie. It is devoted to basic research on molecular sciences.

Institute for Basic Measurement Standards
This new Institute provides a basis for the National Measurement System of Canada which consists of all activities related to metrology or weights and measures. Fields of activity will include mechanical metrology, dimensional metrology, time and frequency, photometry and radiometry, electrical metrology, thermometry and ionizing radiation. Core research, development and applied research, maintenance of standards and calibration and accreditation will be pursued in all fields.

Institute for Microstructural Sciences
This new Institute collaborates with the Canadian industrial community to provide directed research projects, joint development of key advanced technologies and consulting in product development. The program will encompass artificially structured materials,

devices and processes, device integration, circuit architecture, advanced networks and exploratory applications.

Institute for Information Technology
Research primarily in the systems and software-related areas of information technology is the responsibility of this new Institute. The research program will include software engineering, knowledge-based systems, sensor-based automation and systems integration.

Industrial Research Assistance Program (IRAP)
This program helps Canadian companies to obtain and apply the technology they need to become more competitive. IRAP provides technical advice and financial assistance to companies requiring outside technical services for short-term projects; salary support to companies or subcontracted personnel to undertake specific medium-term research and development; and cost-shared support for long-term projects involving a firm and a government, university or foreign laboratory as a source of expertise.

Canada Institute for Scientific and Technical Information (CISTI)
Based in Ottawa, the Institute is Canada's largest technical information service. It provides instant on-line access to North America's most extensive collection of scientific and technical data. Its services also include customized literature searches, development of highly specialized databanks and expertise in finding answers to complex questions.

Research Journals
To promote Canada's international presence in science and technology, NRC offers scientists and engineers from Canada and elsewhere, a number of research journals in which to communicate their work to the communities of their peers and other interested communities. Currently, NRC publishes 13 primary research journals: botany, chemistry, civil engineering, earth sciences, forest research, physics, microbiology, physiology and pharmacology, and zoology. In addition it publishes the *Canadian Geotechnical Journal, Biochemistry and Cell Biology, Genome*, and *Computational Intelligence.*

Regional Offices

Institute for Marine Dynamics
Kerwin Place and Arctic Avenue
P.O. Box 12093, Station A
St. John's, Newfoundland
A1B 3T5
(709) 772-2469

Institute for Marine Biosciences
1411 Oxford Street
Halifax, Nova Scotia
B3H 3Z1
(902) 426-8278

Industrial Materials Institute
75 De Mortagne Boulevard
Boucherville, Quebec
J4B 6Y4
(514) 641-2280

Biotechnology Research Institute
6100 Royalmount Avenue
Montreal, Quebec
H4P 2R2
(514) 496-6100

National Fire Laboratory
Carleton Place, Ontario
(613) 993-9775

Canadian Institute of Industrial Technology
435 Ellice Avenue
Winnipeg, Manitoba
R3B 1Y6
(204) 949-7692

Plant Biotechnology Institute
110 Gymnasium Road
Saskatoon,Saskatchewan
S7N 0W9
(306) 975-4191

Institute for Mechanical Engineering
Western Laboratories
3650 Wesbrook Mall
Vancouver, British Columbia
V6S 2L2
(604) 666-2623

Dominion Radio Astrophysical Observatory
P.O. Box 248
Penticton, British Columbia
V2A 6K3
(604) 497-5321

Dominion Astrophysical Observatory
5071 W Saanich Road
Victoria, British Columbia
V8X 4M6
(604) 388-0007

Parliamentary Committees

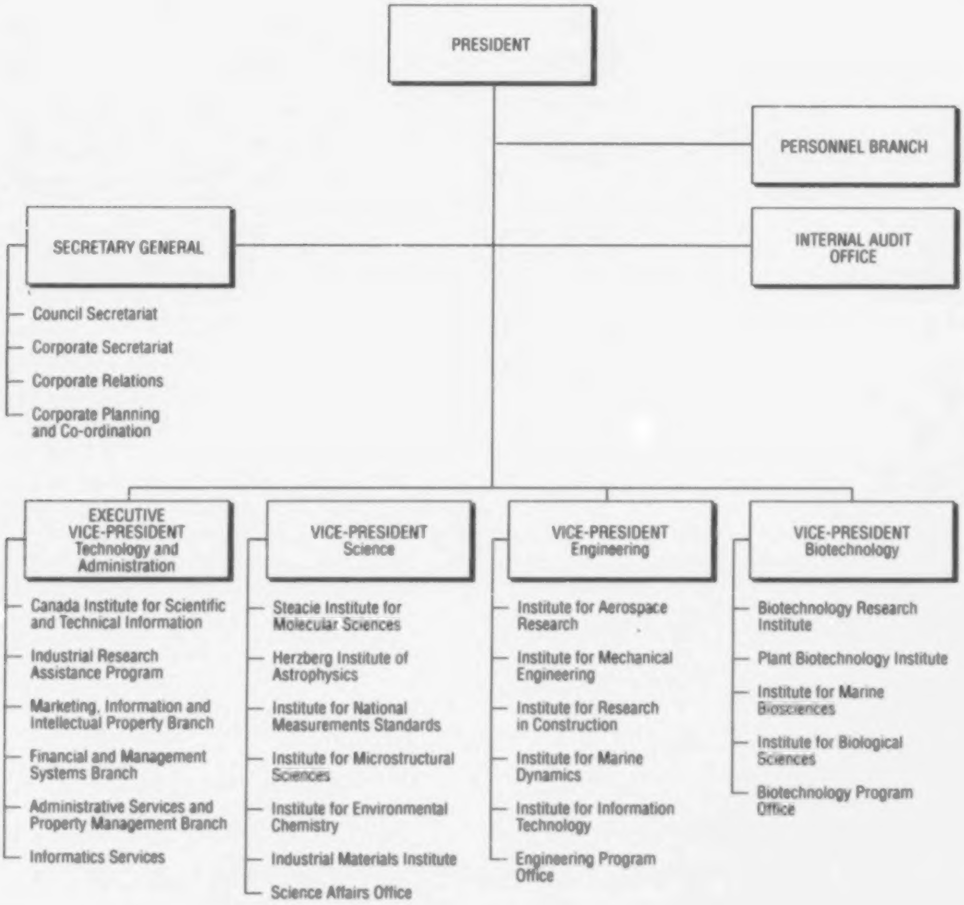
Senate Standing Committee on Social Affairs, Science and Technology

House of Commons Standing Committee on Industry, Science and Technology, Regional and Northern Development

Statute

National Research Council Act

National Research Council Canada



- PRESIDENT
  - PERSONNEL BRANCH
  - INTERNAL AUDIT OFFICE
  - SECRETARY GENERAL
    - Council Secretariat
    - Corporate Secretariat
    - Corporate Relations
    - Corporate Planning and Co-ordination
  - EXECUTIVE VICE-PRESIDENT Technology and Administration
    - Canada Institute for Scientific and Technical Information
    - Industrial Research Assistance Program
    - Marketing, Information and Intellectual Property Branch
    - Financial and Management Systems Branch
    - Administrative Services and Property Management Branch
    - Informatics Services
  - VICE-PRESIDENT Science
    - Steacie Institute for Molecular Sciences
    - Herzberg Institute of Astrophysics
    - Institute for National Measurements Standards
    - Institute for Microstructural Sciences
    - Institute for Environmental Chemistry
    - Industrial Materials Institute
    - Science Affairs Office
  - VICE-PRESIDENT Engineering
    - Institute for Aerospace Research
    - Institute for Mechanical Engineering
    - Institute for Research in Construction
    - Institute for Marine Dynamics
    - Institute for Information Technology
    - Engineering Program Office
  - VICE-PRESIDENT Biotechnology
    - Biotechnology Research Institute
    - Plant Biotechnology Institute
    - Institute for Marine Biosciences
    - Institute for Biological Sciences
    - Biotechnology Program Office

Natural Sciences and Engineering Research Council of Canada

Legal Title
National Sciences and Engineering Research Council

Head Office
200 Kent Street
Ottawa, Ontario
K1H 1H5

General Inquiries
(613) 996-7559

Minister
Minister for Science

Principal Officers
The Council:
President – Vacant
Vice-President – Roland Doré
Council Members – Nicole Bégin-Heick
H. Bruce Buchanan
G. Caldwell
J.I. Clark
Denis Gagnon
Peter Larkin
Nancy MacDonald
David A.H. Pink
John B. Rice
Andrée G. Roberge
Robert N. Scott
K.C. Sevcik
M.E. Spencer
Ronald P. Steer
R.D. Samuel Stevens
F. Tavenas
R.C. Terreault
William M. Tupper
Associates of Council – Mireille Brochu
Paule Leduc
Maurice Brossard
Pierre Bois
G. Kenney-Wallace

Officers:
Executive Vice-President and Treasurer – Gilles Julien
Secretary General – Mireille Brochu
Directors General
Research Grants – Vacant
Scholarships and International Programs – Robert J. Kavanagh
Targeted Research – A. Leo Derikx
Corporate Systems and Services – Andy Molino

Historical Background

During the 1960s, public awareness of the importance of science and technology increased, and Canadian universities emerged as major intellectual centres, with extensive research and development capabilities. They also served as training grounds for research graduates.

Two studies in the late 60s, "The Role of the Federal Government in Support of Research in Canadian Universities" and "The Special Committee on Science Policy" launched the debate that began the process of change in the federal approach to university research.

As a result, the Natural Sciences and Engineering Council was established in 1978 by the *Natural Sciences and Engineering Research Council Act*. The Council was to promote and assist research in the natural sciences and engineering, other than the health sciences, and to advise the Minister on matters relating to research. This function had been performed by the National Research Council of Canada, originally established in 1916.

Overall Responsibilities

The Natural Science and Engineering Research Council (NSERC) is the largest federal granting council promoting research and research training. The Council:

- secures a diversified and healthy research base in universities;
- guarantees a sound balance between this base and more specific research programs;
- secures an adequate supply of highly qualified personnel who have been well educated in basic science or enginering at state-of-the-art facilities; and
- facilitates collaboration between research and development sectors in Canada.

Organization and Programs

The university research community performs 23 percent of total research and development in Canada, a statistic that underlines the scale of the university contribution to Canada's science and technology capacity as an industrial nation. Federal research and development priorities for this community are spearheaded by NSERC.

The Council's research grants, scholarships and fellowships underpin the Canadian university effort in a wide spectrum of disciplines, including:

- agriculture
- astronomy
- biology
- biotechnology
- chemistry

- communications
- computing and information science
- energy
- engineering
- environmental toxicology
- food science
- forestry
- physical geography
- geology
- industrial processes
- interdisciplinary research
- kinesiology
- nuclear sciences
- mathematics
- meterology
- nuclear science
- oceans
- physics
- physiology
- psychology
- space research
- statistical sciences

The funding promotes research in fields of national importance and partnership ventures between university researchers, industry and government.

Grant applications are judged, in open competition, on the basis of the quality of the research proposal and the applicant's research record. An internationally acclaimed peer adjudication system makes recommendations to NSERC on the awarding of grants and scholarships. There are 5000 external reviewers, who assist between 400 and 500 Canadian and international experts from universities in evaluating the applications.

The Council is divided into six directorates.

The Secretariat General
This Directorate is responsible for Council and its committees. It looks after:
- policy and planning
- communications
- evaluation and audits
- media and public inquiries
- Council publications

Research Grants
Directing research base programs in the areas of engineering and computing sciences, life and earth sciences, physical and mathematical sciences and cross-disciplinary activities is the responsibility of this Directorate.

Targeted Research
This Directorate manages the research partnerships and strategic grants programs.

Scholarships and International Programs
All scholarships, fellowships and international programs are managed by this Directorate.

Inter-Council Program
This Directorate looks after the Networks of Centres of Excellence Program and administers Network grants for the Council.

Corporate Systems and Services
Personnel, finance, administration and information services are managed by this Directorate.

Regional Offices

None

Science Council of Canada

Head Office

Berger Building
100 Metcalfe Street, 17th Floor
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General Inquiries

(613) 996-1729

Minister

Minister for Science

Principal Officers

Chairperson – Janet Halliwell
Vice-Chairperson – Vacant
Council Members
John M. Anderson, St. Andrews, New Brunswick
Richard Bolton, Varennes, Quebec
Douglas B. Craig, Whitehorse, Yukon
Simon J.S.W. Curry, Ottawa, Ontario
Richard M. Dillon, Toronto, Ontario
Gerald B. Dyer, Kingston, Ontario
J. Barry French, Downsview, Ontario
Merritt A. Gibson, Wolfville, Nova Scotia
J.C. (Clay) Gilson, Winnipeg, Manitoba
Gordon Gow, Toronto, Ontario
Robert G. Guidoin, Quebec, Quebec
Bernard M. Leduc, Saint Laurent, Quebec
Gerald S.H. Lock, Edmonton, Alberta
Ian G. MacQuarrie, Charlottetown, Prince Edward Island
Frank G. Marsh, Burin, Newfoundland
Karim W. Nasser, Saskatoon, Saskatchewan
John A. Roth, Mississauga, Ontario
Charles R. Scriver, Montreal, Quebec
Jennifer M. Sturgess, Scarborough, Ontario

Historical Background

The Science Council of Canada, a Crown corporation, was established in 1966 by the *Science Council of Canada Act*. The Act was amended in 1977.

Overall Responsibilities

The Council is responsible for:

- the analyses of science and technology policy issues;
- recommendations on policy directions to government;
- alerting Canadians to the importance of science and technology in their lives; and
- stimulating action on science and technology policy issues among governments, the private sector and academic institutions.

Organization and Programs

The Council consists of up to 28 members appointed by the Governor in Council, and is supported by 29 professional and administrative staff.

It conducts studies, inquiries and other undertakings on matters relating to its duties, and advises or makes recommendations to the Minister as required.

The Council may publish studies and reports prepared for its use as it sees fit.

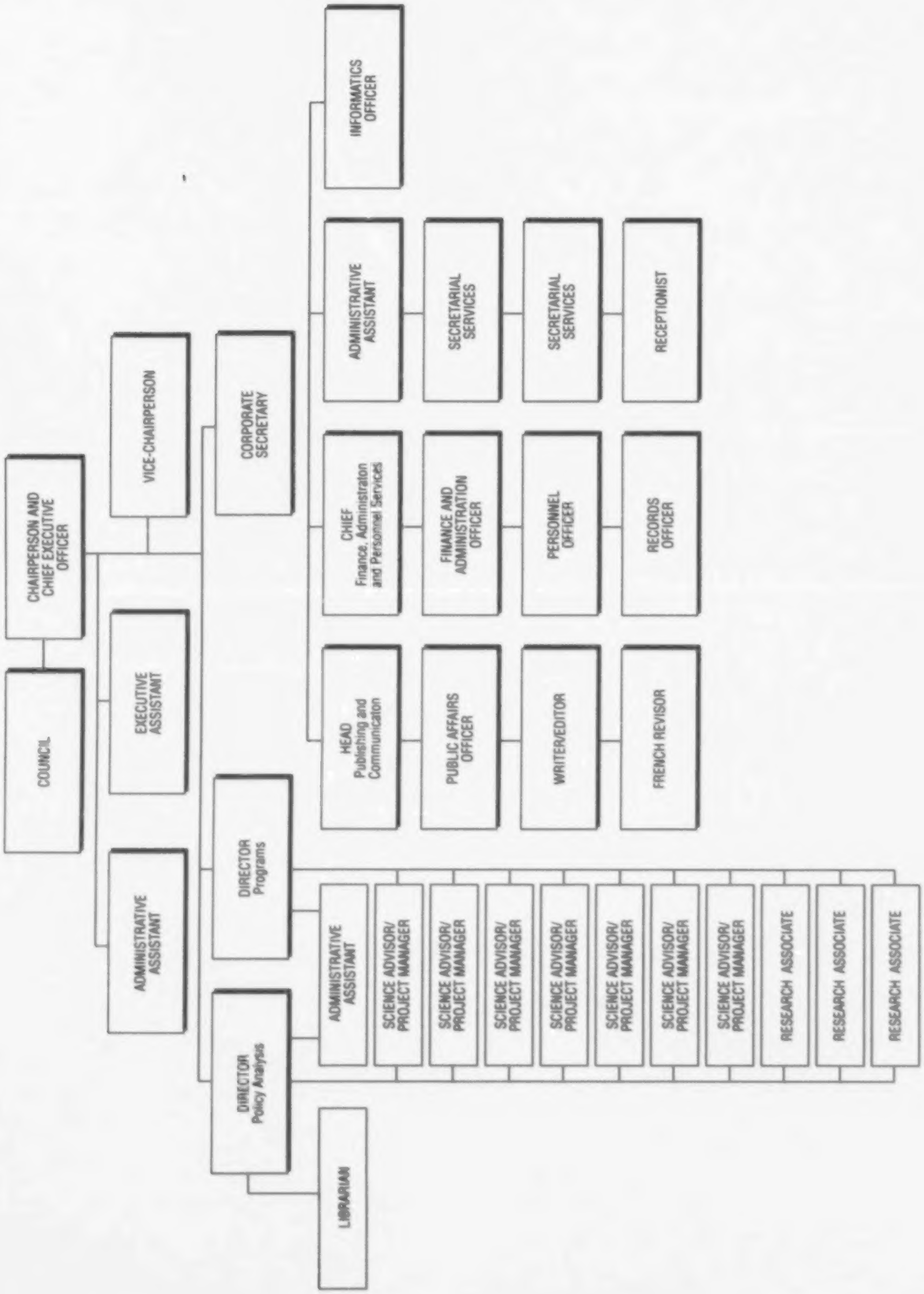
Regional Offices

None

Parliamentary Committee

Standing Committee on Industry, Science and Technology, Regional and Northern Development

Science Council of Canada


COUNCIL
CHAIRPERSON AND CHIEF EXECUTIVE OFFICER
ADMINISTRATIVE ASSISTANT
EXECUTIVE ASSISTANT
VICE-CHAIRPERSON
DIRECTOR Policy Analysis
DIRECTOR Programs
CORPORATE SECRETARY
LIBRARIAN
ADMINISTRATIVE ASSISTANT
SCIENCE ADVISOR/ PROJECT MANAGER
SCIENCE ADVISOR/ PROJECT MANAGER
SCIENCE ADVISOR/ PROJECT MANAGER
SCIENCE ADVISOR/ PROJECT MANAGER
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SCIENCE ADVISOR/ PROJECT MANAGER
SCIENCE ADVISOR/ PROJECT MANAGER
RESEARCH ASSOCIATE
RESEARCH ASSOCIATE
RESEARCH ASSOCIATE
HEAD Publishing and Communicaton
PUBLIC AFFAIRS OFFICER
WRITER/EDITOR
FRENCH REVISOR
CHIEF Finance, Administraton and Personnel Services
FINANCE AND ADMINISTRATION OFFICER
PERSONNEL OFFICER
RECORDS OFFICER
ADMINISTRATIVE ASSISTANT
SECRETARIAL SERVICES
SECRETARIAL SERVICES
RECEPTIONIST
INFORMATICS OFFICER

Statistics Canada

Head Office

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  Personnel: (613) 951-9935
  Statistics Canada Library: (613) 951-8219
  Media information: (613) 951-4636
National toll-free line: 1-800-267-6677

Minister

Minister of Industry, Science and Technology

Principal Officers

Chief Statistician of Canada – Ivan P. Fellegi
Assistant Chief Statisticians
  National Accounts and Analytical Services – J. Stuart Wells
  Business and Trade Statistics – Jacob Ryten
  Social, Institutions and Labour Statistics – D. Bruce Petrie
  Informatics and Methodology – Gordon J. Brackstone
  Management Services – Guy R. Labossière
  Communications and Operations – Yvon Goulet
Director General, Marketing and Information Services – Denis J. Desjardins
Departmental Secretary – Jacques Morin

Historical Background

Statistical studies in the territory now included within Canada began early in the 17th century. Forty-five censuses were conducted in New France during the French regime and were also carried out in other French and British-held areas. As of 1851, decennial censuses were introduced and continued in organized parts of what became modern Canada.

The beginnings of Statistics Canada can be traced back to the establishment of a permanent Census and Statistics Office in 1905, under the Department of Agriculture, at a time when agriculture was the country's main industry. A separate Dominion Bureau of Statistics was founded in 1918 under the *Statistics Act*. The name was changed to Statistics Canada with the implementation of the new *Statistics Act* of 1971.

Overall Responsibilities

The Agency provides statistical information and analyses on the economic and social structure and functioning of Canadian society. This information provides a basis for the development, operation and evaluation of public policies and programs and provides public and private sectors with a basis for decision making.

It also promotes the quality, coherence and international comparability of Canada's statistical system through collaboration with other federal departments and agencies, the provinces and territories, and in accordance with sound scientific standards and practices.

In accordance with commitments of the federal government, the Agency also provides statistical information to the following international organizations:
Food and Agriculture Organization of the United Nations (FAO)
General Agreement on Tariffs and Trade (GATT)
International Civil Aviation Organization (ICAO)
International Labour Organization (ILO)
International Monetary Fund (IMF)
International Telecommunications Union (ITU)
Organization for Economic Co-operation and Development (OECD)
United Nations Conference on Trade and Development (UNCTAD)
United Nations Economic Commission for Europe (ECE)
United Nations Educational, Scientific and Cultural Organization (UNESCO)
United Nations Statistical Office (UNSO)
World Bank
World Health Organization (WHO)
World Tourism Organization (WTO)

Organization and Programs

The Agency is divided into six fields.

Social, Institutions and Labour Statistics

This Field conducts programs related to the characteristics and activities of the Canadian population and examines the impact of social and economic change on individuals, households and public institutions.

Its mandate includes:
- conducting the national census of population and housing every five years; and
- compiling statistics concerning the labour force, consumer income and expenditure, health and social security, education, culture, tourism, public institutions and justice.

National Accounts and Analytical Services

Providing a framework of statistics that describe the national economy is the responsibility of this Field.

Indicators include: the gross national product, the balance of payments, financial flow accounts measuring the financing of economic activity, input/output accounts depicting the flow of goods and services between industries and the impact that changes in demand have on individual industries.

The Field also integrates, analyses and interprets statistics collected both within the Agency and elsewhere and develops new and improved analytical techniques.

Business and Trade Statistics
This Field produces data related to manufacturing, primary industries, transportation, communications, construction, agriculture, science and technology, international trade, prices and finances.

Informatics and Methodology
Providing the technical services and standards that allow Statistics Canada to achieve consistency in its data outputs and efficiency in data production is the responsibility of this Field.

Communications and Operations
Co-ordinating consultation and information services for users is the responsibility of this Field. Users include: federal, provincial, territorial and municipal departments, agencies, the media, international agencies and professional and academic institutions.

The Field also looks after regional data collection and entry for many surveys. As well, it handles the Agency's publications, marketing and data dissemination programs, including the CANSIM electronic data base.

Management Services
Essential support services, including corporate planning, financial audit, program evaluation, management systems, financial and personnel administration, access to information, privacy and security, are all provided by this Field.

Regional Offices

Viking Building, 3rd Floor
Crosbie Road
St. John's, Newfoundland
A1B 3P2
(709) 772-4073
Toll-free: 1-800-563-4255

North American Life Centre
3rd Floor
1770 Market Street
Halifax, Nova Scotia
B3J 3M3
(902) 426-5331
Toll-free: 1-800-565-7192

Guy Favreau Complex
East Tower, Suite 412
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-5725
Toll-free: 1-800-361-2831

R. H. Coats Building, Lobby
Tunney's Pasture
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Arthur Meighen Building
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25 St. Clair Avenue East
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(416) 973-6586
Toll-free: 1-800-263-1136

General Post Office Building
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(204) 983-4020
Toll-free: 1-800-542-3404

Avord Tower
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Regina, Saskatchewan
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(306) 780-5405
Toll-free: 1-800-667-7164

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Toll-free: 1-800-472-9708

Park Square, 8th Floor
10001 Bellamy Hill
Edmonton, Alberta
T5J 3B6
(403) 495-3027
Toll-free: 1-800-282-3907
From the Northwest Territories: Collect 1-403-495-3028

Sinclair Centre, Suite 440F
757 West Hastings Street
Vancouver, British Columbia
V6C 3C9
(604) 666-3691
Toll-free: 1-800-663-1551
From Yukon and Atlin, British Columbia:
Toll-free Zenith 08913

Parliamentary Committee

House of Commons Standing Committee on Consumer and Corporate Affairs and Government Operations

Statutes

Bankruptcy Act
Banks and Banking Law Revision Act, 1980
Canada Council Act
Canada Elections Act
Canada Pension Plan
Canada Student Loans Act
Children of War Dead (Education Assistance) Act
Competition Act
Constitution Act, 1930
Corporations and Labour Unions Returns Act
Electoral Boundaries Readjustment Act
Excise Tax Act
Family Allowances Act
Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Health Contributions Act, 1977
Health Resources Funds Act
Income Tax Act
Judges Act
Municipal Grants Act, 1980
Official Languages Act
Old Age Security Act
Patent Act
Pension Act
Railway Act
Railway Relocation and Crossing Act
Salaries Act
Senate and House of Commons Act
Statistics Act
Supplementary Retirement Benefits Act
Unemployment Assistance Act
Unemployment Insurance Act, 1971
War Veterans Allowance Act
Western Grain Stabilization Act
Winding-Up Act

Labour Canada

Legal Title
Department of Labour

Head Office
165 Hôtel-de-Ville
Hull, Quebec

Mailing Address
Ottawa, Ontario
K1A 0J2

General Inquiries
(819) 997-2617

Minister
Minister of Labour

Principal Officers

Deputy Minister	– Jennifer R. McQueen
Senior Assistant Deputy Minister (Federal Mediation and Conciliation Service)	– Michael McDermott
Assistant Deputy Ministers	
Policy	– James Lahey
Operations	– Herman Hansen
Chair, Canadian Labour Relations Board	– J.F.W. Weatherill
Chair, Labour Adjustment Review Board	– Joseph Morris
Chair, Merchant Seaman Compensation Board	– Herman Hansen
Director General, Communications	– Hugues Lacombe

Historical Background

Labour Canada, which now operates under the authority of the *Department of Labour Act*, was established in 1900 under the *Conciliation Act*, largely through the initiative of William Lyon Mackenzie King. He served as its first Deputy Minister and, in 1909, as the first Minister with sole responsibility for labour affairs. The Department administered training programs, unemployment insurance and employment centres before such programs were transferred to the new Department of Manpower and Immigration (now Employment and Immigration) in 1966.

Overall Responsibilities

Labour Canada promotes stable industrial relations. This includes:

- providing assistance in overcoming industrial relations problems;
- establishing appropriate standards for wages, conditions of employment and occupational safety and health;
- providing non-legislative programs designed to achieve understanding and co-operation in industrial relations; and
- strengthening the Canadian contribution to the improvement of labour conditions throughout the world.

Organization and Programs

Labour Canada has three main programs: Policy, Operations and the Federal Mediation and Conciliation Service. Central services, such as communications, personnel and management systems and services report directly to the Deputy Minister.

Policy

In addition to assisting management in developing the broad policy direction for the Department, this Program:

- analyses and develops labour-related policies on economic and social issues;
- maintains effective working relations with other federal departments, employer and employee organizations, the provinces and territories and international labour agencies;
- provides research and information to promote the improvement of the situation of women in the labour force;
- supplies labour-related statistics, analyses and information;
- provides long-term income assistance to certain older workers involved in major permanent layoffs; and
- encourages the involvement of the labour movement in the policy-making process.

This Program has six branches:

- Labour, Adjustment, Information and Outreach
- Women's Bureau
- International Affairs
- Policy and Strategic Analysis
- Federal-Provincial Relations
- Client Consultations

Operations

This Program looks after operations in regional offices and at headquarters devoted to:

- the development and administration of legislated programs which promote a safe and healthy working environment and fair and equitable employment opportunities;
- the provision of fire prevention services in all buildings owned and/or controlled by the government;
- the promotion and implementation of non-legislated activities which promote constructive employment relationships and an informed work force on union and socioeconomic affairs.

The Program has five branches:
- Occupational Safety and Health
- Labour Standards and Equal Pay
- Fire Prevention
- Regional Operations
- Program Services and Systems

Federal Mediation and Conciliation Service
Conciliation, mediation, arbitration and adjudication assistance for dispute resolution in the federal private sector are the responsibility of this Program. In addition, it provides:
- dispute prevention initiatives to maintain stable labour-management relations; and
- industrial relations expertise for policy formulation and implementation and legislative development.

This Program is divided into four branches:
- Mediation and Conciliation
- Arbitration Services
- Legislative and Special Projects
- Technical Support and Operational Research

Regional Offices

Atlantic Region
Heritage Court
95 Foundry Street, 2nd Floor
P.O. Box 2967, Station A
Moncton, New Brunswick
E1C 8T8
(506) 858-2163

St. Lawrence Region
Guy Favreau Complex
Suite 101, West Tower
100 René-Lévesque Boulevard West
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(514) 283-1385

Capital Region
S.B.I. Building
Billings Bridge Plaza
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Great Lakes Region
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Willowdale, Ontario
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Central Region
Canadian Grain Commission Building
303 Main Street, Room 400
Winnipeg, Manitoba
R3C 3G7
(204) 983-6375

Mountain Region
750 Cambie Street, 7th Floor
Vancouver, British Columbia
V6B 2P2
(604) 666-0656

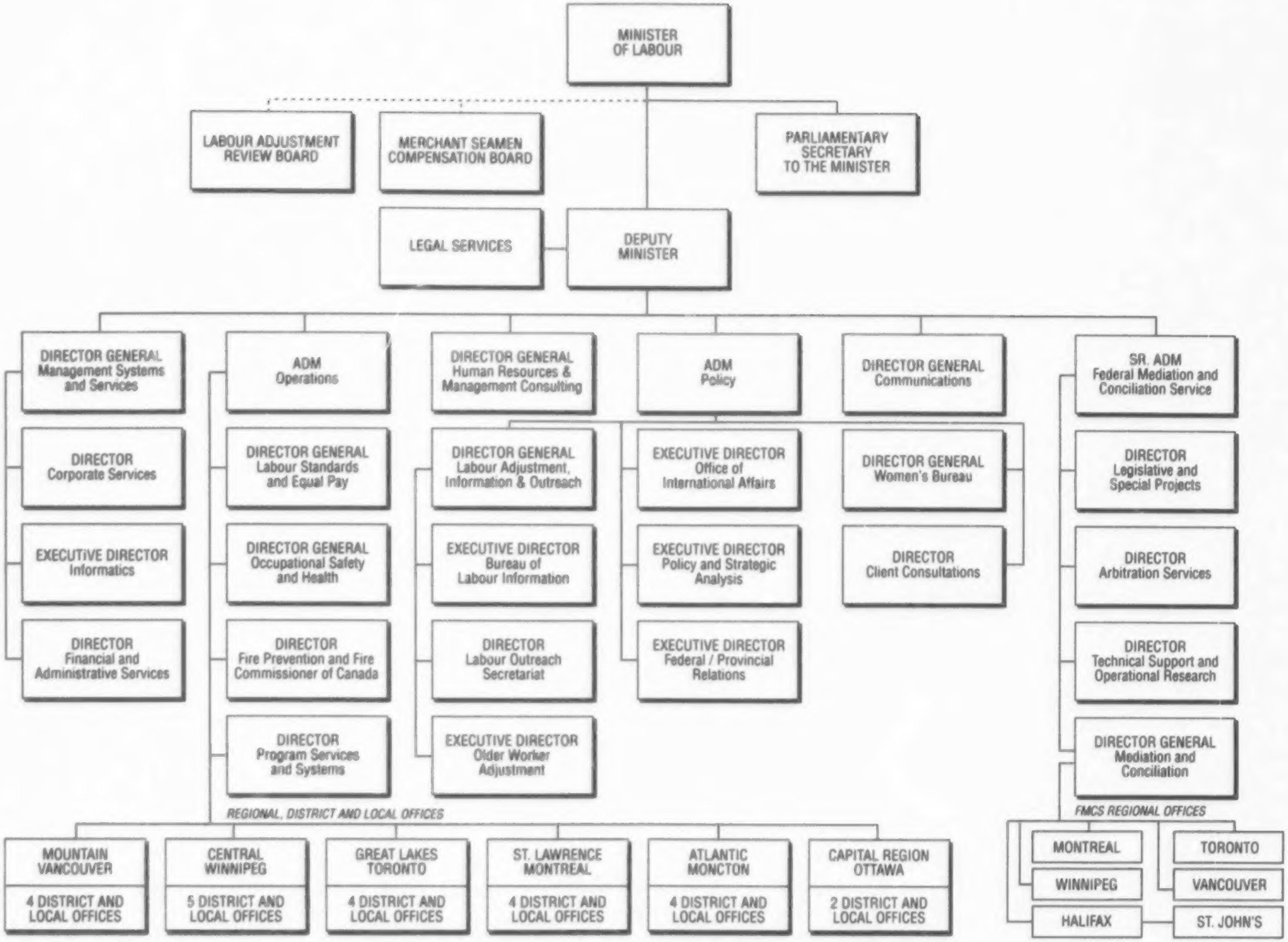
Parliamentary Committee

The Standing Committee on Labour, Employment and Immigration

Statutes

Department of Labour Act
Canada Labour Code
Fair Wages and Hours of Labour Act
Government Employees Compensation Act
Act Respecting the Hudson Bay Mining and Smelting Co., Limited
Merchant Seamen Compensation Act
Labour Adjustment Benefits Act
Centre for Occupational Health and Safety Act
Parliamentary Employment and Staff Relations Act
Penitentiary Inmates Accident and Compensation Act
Wages Liability Act
Non-Smokers' Health Act

Labour Canada


MINISTER OF LABOUR
LABOUR ADJUSTMENT REVIEW BOARD
MERCHANT SEAMEN COMPENSATION BOARD
PARLIAMENTARY SECRETARY TO THE MINISTER
LEGAL SERVICES
DEPUTY MINISTER
DIRECTOR GENERAL Management Systems and Services
DIRECTOR Corporate Services
EXECUTIVE DIRECTOR Informatics
DIRECTOR Financial and Administrative Services
ADM Operations
DIRECTOR GENERAL Labour Standards and Equal Pay
DIRECTOR GENERAL Occupational Safety and Health
DIRECTOR Fire Prevention and Fire Commissioner of Canada
DIRECTOR Program Services and Systems
DIRECTOR GENERAL Human Resources & Management Consulting
DIRECTOR GENERAL Labour Adjustment, Information & Outreach
EXECUTIVE DIRECTOR Bureau of Labour Information
DIRECTOR Labour Outreach Secretariat
EXECUTIVE DIRECTOR Older Worker Adjustment
ADM Policy
EXECUTIVE DIRECTOR Office of International Affairs
EXECUTIVE DIRECTOR Policy and Strategic Analysis
EXECUTIVE DIRECTOR Federal / Provincial Relations
DIRECTOR GENERAL Communications
DIRECTOR GENERAL Women's Bureau
DIRECTOR Client Consultations
SR. ADM Federal Mediation and Conciliation Service
DIRECTOR Legislative and Special Projects
DIRECTOR Arbitration Services
DIRECTOR Technical Support and Operational Research
DIRECTOR GENERAL Mediation and Conciliation
REGIONAL, DISTRICT AND LOCAL OFFICES
MOUNTAIN VANCOUVER
4 DISTRICT AND LOCAL OFFICES
CENTRAL WINNIPEG
5 DISTRICT AND LOCAL OFFICES
GREAT LAKES TORONTO
4 DISTRICT AND LOCAL OFFICES
ST. LAWRENCE MONTREAL
4 DISTRICT AND LOCAL OFFICES
ATLANTIC MONCTON
4 DISTRICT AND LOCAL OFFICES
CAPITAL REGION OTTAWA
2 DISTRICT AND LOCAL OFFICES
FMCS REGIONAL OFFICES
MONTREAL
TORONTO
WINNIPEG
VANCOUVER
HALIFAX
ST. JOHN'S

Canada Labour Relations Board

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Minister
Minister of Labour

General Inquiries
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Principal Officers

Chairperson	– J.F.W. Weatherill
Vice-Chairpersons	– Thomas M. Eberlee Hugh R. Jamieson Serge Brault Louise Doyon
Members	– Linda Parsons Calvin B. Davis Ginette Gosselin Evelyn Bourassa Jacques Alary Robert Cadieux Michael Eayrs François Bastien

Historical Background

In 1973, Parliament amended the existing federal labour legislation. As the result of a major study of labour relations and labour law some of the recommendations in the study, known as the Woods Task Force Report, found their way into the new law. The Canada Labour Relations Board became a tribunal independent of Labour Canada.

The pre-1973 Board was, for the most part, an administrative tribunal which was a branch of the Department of Labour.

Overall Responsibilities

The Canada Labour Relations Board is a quasi-judicial tribunal with statutory powers pertaining to industrial relations. Its objective is to contribute to and promote effective industrial relations.

The Board:
- grants or revokes collective bargaining rights;
- mediates and adjudicates unfair labour practice complaints;
- determines unlawful strikes and lockouts;
- hears appeals against safety rulings in cases where danger has been alleged; and
- rules on complaints by employees alleging they have been discriminated against or disciplined for exercising their rights in relation to safety.

The Board has jurisdiction in relation to any federal works, undertakings or businesses within the legislative authority of the Canadian government.

Organization and Programs

The Board is composed of three branches.

Operations Branch

This Branch processes cases filed with the Board. The five regional offices are responsible for handling cases in their respective regions.

Corporate Management Services Branch

Administrative and financial support is provided by this Branch. This includes:
- the Research and Reference Centre which maintains a well-stocked selection of relevant subject material;
- the Policy, Planning and Communications Directorate which reviews and updates operational policies and procedures, conducts research, analyses proposed and accepted changes to the Code and prepares, produces and distributes information; and
- the Human Resources Management Services which looks after classification, staffing, staff relations, training and development, official languages and affirmative action programs as well as pay and benefits.

Legal Services

Providing the members of the Board, its directorates and services with legal assistance is the mandate of this Branch.

Regional Offices

Atlantic Region
Queen Square, 6th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
Tel: (902) 426-7068
Fax: (902) 426-7397

Quebec Region
Guy-Favreau Complex
Suite 1202, East Tower
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
Tel: (514) 283-3258
Fax: (514) 283-3590

Ontario Region
350 Bay Street, 4th Floor
Toronto, Ontario
M5H 2S6
Tel: (416) 973-3782
Fax: (416) 973-6543

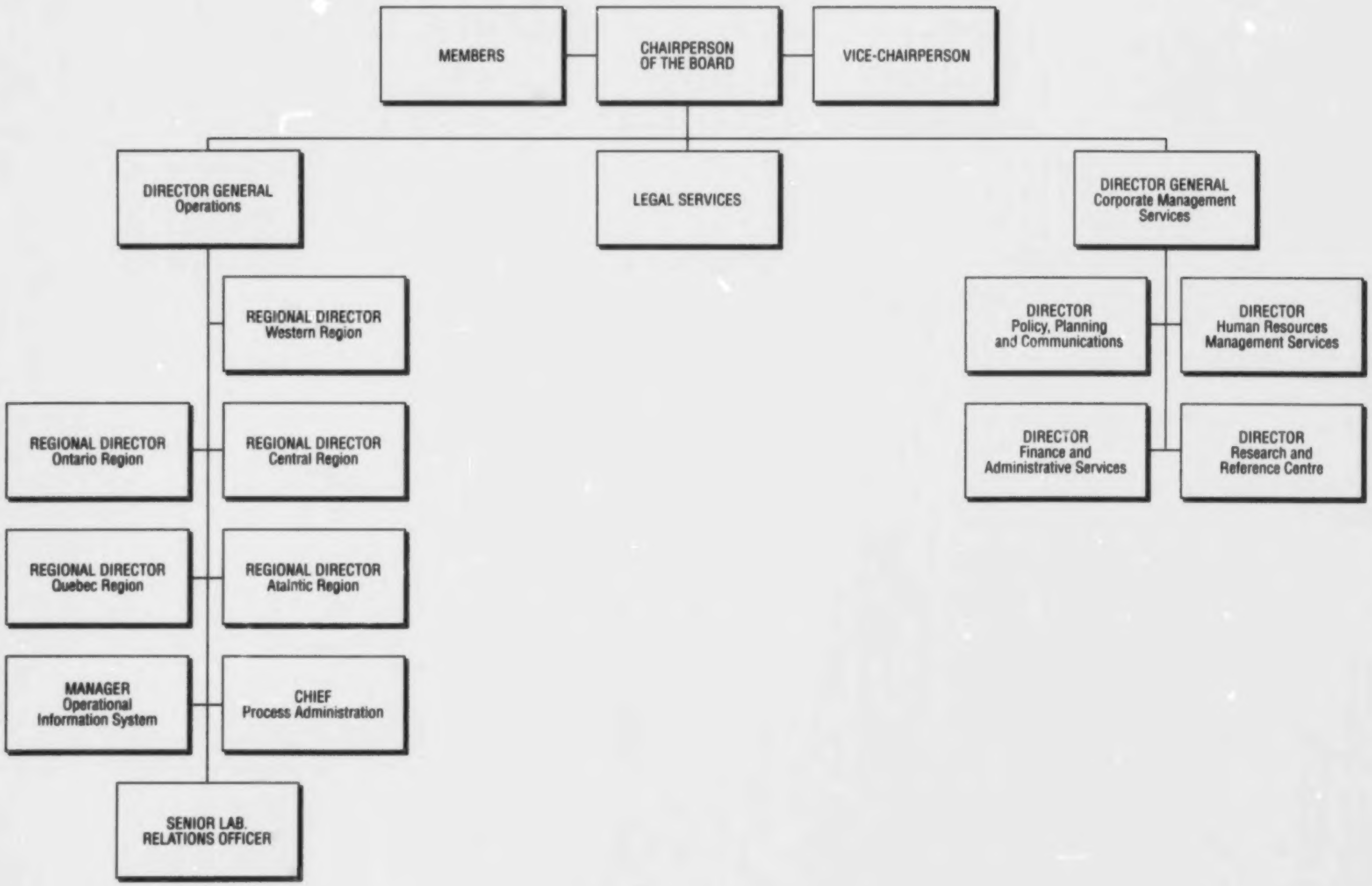
Central Region
One Lakeview Square, Suite 300
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Tel: (204) 983-3145
Fax: (204) 983-3170

Western Region
800 Burrard Street, Suite 1660
Vancouver, British Columbia
V6Z 2G7
Tel: (604) 666-6001
Fax: (604) 666-6071

Statutes

Canada Labour Code

Canada Labour Relations Board


MEMBERS
CHAIRPERSON OF THE BOARD
VICE-CHAIRPERSON
DIRECTOR GENERAL Operations
LEGAL SERVICES
DIRECTOR GENERAL Corporate Management Services
REGIONAL DIRECTOR Western Region
REGIONAL DIRECTOR Ontario Region
REGIONAL DIRECTOR Central Region
REGIONAL DIRECTOR Quebec Region
REGIONAL DIRECTOR Atalntic Region
MANAGER Operational Information System
CHIEF Process Administration
SENIOR LAB. RELATIONS OFFICER
DIRECTOR Policy, Planning and Communications
DIRECTOR Human Resources Management Services
DIRECTOR Finance and Administrative Services
DIRECTOR Research and Reference Centre

Canadian Centre for Occupational Health and Safety

Head Office
250 Main Street East
Hamilton, Ontario
L8N 1H6

General Inquiries
Tel: (416) 572-2981
Fax: (416) 572-2206
Toll-free: 1-800-263-8276

Minister
Minister of Labour

Principal Officers
Council of Governors
Chairperson – Maureen Shaw
Members
Federal Government
- Kenneth C. Curren, Canadian Coast Guard, Dartmouth, Nova Scotia
- Herman P. Hansen, Labour Canada, Ottawa, Ontario
- Peter M. Higgins, Environment Canada, Ottawa, Ontario
- Edwin C. Tupper, Health and Welfare Canada, Ottawa, Ontario

Provincial and Territorial Governments
- David Clark, Department of Employment and Labour Relations, St. John's, Newfoundland
- Madeleine Delaney-LeBlanc, New Brunswick Occupational Health and Safety Commission, Fredericton, New Brunswick
- Claude G. Heywood, Labour and Consumer Services, Victoria, British Columbia
- Arthur MacDonald, P.E.I. Workers' Compensation Board, Charlottetown, Prince Edward Island
- Timothy Millard, Ontario Ministry of Labour, Toronto, Ontario
- Jack Noonan, Nova Scotia Department of Labour, Halifax, Nova Scotia
- Jane Riewe, Manitoba Labour,Winnipeg, Manitoba
- Richard A. Robinson, Government of Northwest Territories, Yellowknife, Northwest Territories
- Richard A. Rovere, Consumer, Corporate and Labour Affairs, Whitehorse, Yukon
- William Rozel, Alberta Occupational Health and Safety, Edmonton, Alberta

Employer Organizations
- Donald V. Brazier, Railway Association of Canada, Montreal, Quebec
- Albert G. Cecutti, Mining Association of Canada, Falconbridge, Ontario
- John W. Cowell, Canadian Petroleum Association, Calgary, Alberta
- Joan D. Dawe, Canadian Hospital Association, St. John's, Newfoundland
- Robert J. Gallivan, Canadian Chemical Producers' Association, Thornhill, Ontario
- William Mathieson, Business Council of British Columbia, Vancouver, British Columbia
- Harvey D. Moyer, Canadian Manufacturers' Association, Oshawa, Ontario
- Grant G. Murray, Information Technology Association of Canada, Markham, Ontario
- Robert Porter, Canadian Chamber of Commerce, Toronto, Ontario
- Marvin Wiens, Canadian Federation of Agriculture, Wynmark, Saskatchewan

Labour Organizations
- David Bennett, Canadian Labour Congress, Ottawa, Ontario
- Robert Bouchard, Fédération des travailleurs et travailleuses du Québec, Montreal, Quebec
- Margaret Day, Manitoba Government Employees' Association, Winnipeg, Manitoba
- Edward J. Herechuk, Ontario Provincial Council of Labour, Hamilton, Ontario
- Linda Jolley, Ontario Federation of Labour, Don Mills, Ontario
- Colin Lambert, Canadian Union of Public Employees, Ottawa, Ontario
- Verna Ledger, IWA-Canada, Vancouver, British Columbia
- Wayne Maddick, Public Service Alliance of Canada, Ottawa, Ontario
- Richard A. Martin, Canadian Labour Congress, Ottawa, Ontario
- Timothy McCarthy, New Brunswick Federation of Labour, Newcastle, New Brunswick
- Serge Trudel, Fédération des travailleurs et travailleuses du Québec, Montreal, Quebec

Official Observer
- Louis Berlinguet, Institut de recherche en santé et en sécurité du travail du Québec, Montreal, Quebec

Executive Board
- David Bennett, Canadian Labour Congress (Labour)
- Albert G. Cecutti, Mining Association of Canada (Employer)
- Madeleine Delaney-LeBlanc, New Brunswick Occupational Health and Safety Commission (Provincial and Territorial Governments)
- Robert J. Gallivan, Canadian Chemical Producers' Association (Employer)
- Verna Ledger, IWA-Canada (Labour)

Richard A. Martin, Canadian Labour Congress (Labour)
Harvey D. Moyer, Canadian Manufacturers' Association (Employer)
William Rozel, Alberta Occupational Health and Safety (Provincial and Territorial Governments)
Edwin C. Tupper, Health and Welfare Canada (Federal Government)

President and Chief Executive Officer	– J. Arthur St-Aubin
Director, Information Systems Services	– P.K. Abeytunga
Director, Technical Services	– William Louch
Director, Finance, Publishing and Administrative Services	– Kash Manchuk
Director, Information Response Services	– Wendy Newman
Director, Marketing and Communications	– John Crick

Historical Background

The Canadian Centre for Occupational Health and Safety (CCOHS) was established in 1978 by the *Canadian Centre for Occupational Health and Safety Act* "to promote the fundamental right of Canadians to a healthy and safe working environment." The Centre's tripartite Council of Governors represents governments (federal, provincial, and territorial), employers and labour. In 1984, CCOHS became a scheduled departmental corporation and is listed under Schedule II of the *Financial Administration Act*.

Overall Responsibilities

CCOHS promotes health and safety in the workplace. It provides information through answers to individual inquiries, short summary publications, and CCINFO – its computerized information service. The computerized service is available both online (CCINFOline) and on CD-ROM (CCINFOdisc). CCOHS also facilitates the search for common ground in health and safety issues through its workshop program.

Organization and Programs

Council of Governors

The Council consists of the Chairman, 12 governors representing provincial and territorial governments, four governors representing federal departments or Crown corporations, 11 governors representing workers, and 11 governors representing employers, all appointed by the Governor in Council.

The Executive Board, chaired by the President and Chief Executive Officer, consists of nine governors elected annually from among its members by the Council of Governors, on a representative tripartite basis. The Executive Board is authorized to carry out the business of the Council between Council meetings.

Operations

The President and Chief Executive Officer has supervision over and direction of the work and staff of the Centre.

CCOHS operations are conducted through four directorates.

Technical Services: provides scientific and professional support for the analysis and interpretation of scientific information on occupational health and safety.

Information Systems Services: establishes and operates computerized information services and related support services, to deliver information to the Centre's clients, both online and on CCINFOdisc, and provides the framework for data-base building.

Information Response Services: responds directly to both oral and written inquiries from the public, and provides information and documentation.

Finance, Publishing and Administrative Services: provides secretariat services to the Council and Chairperson, Executive Board and committees; centralized planning and financial control; management and support services, and other services necessary for the effective operation of the Centre. It also designs, prints and distributes the Centre's publications, organizes workshops and market CCOHS products.

Regional Offices

None

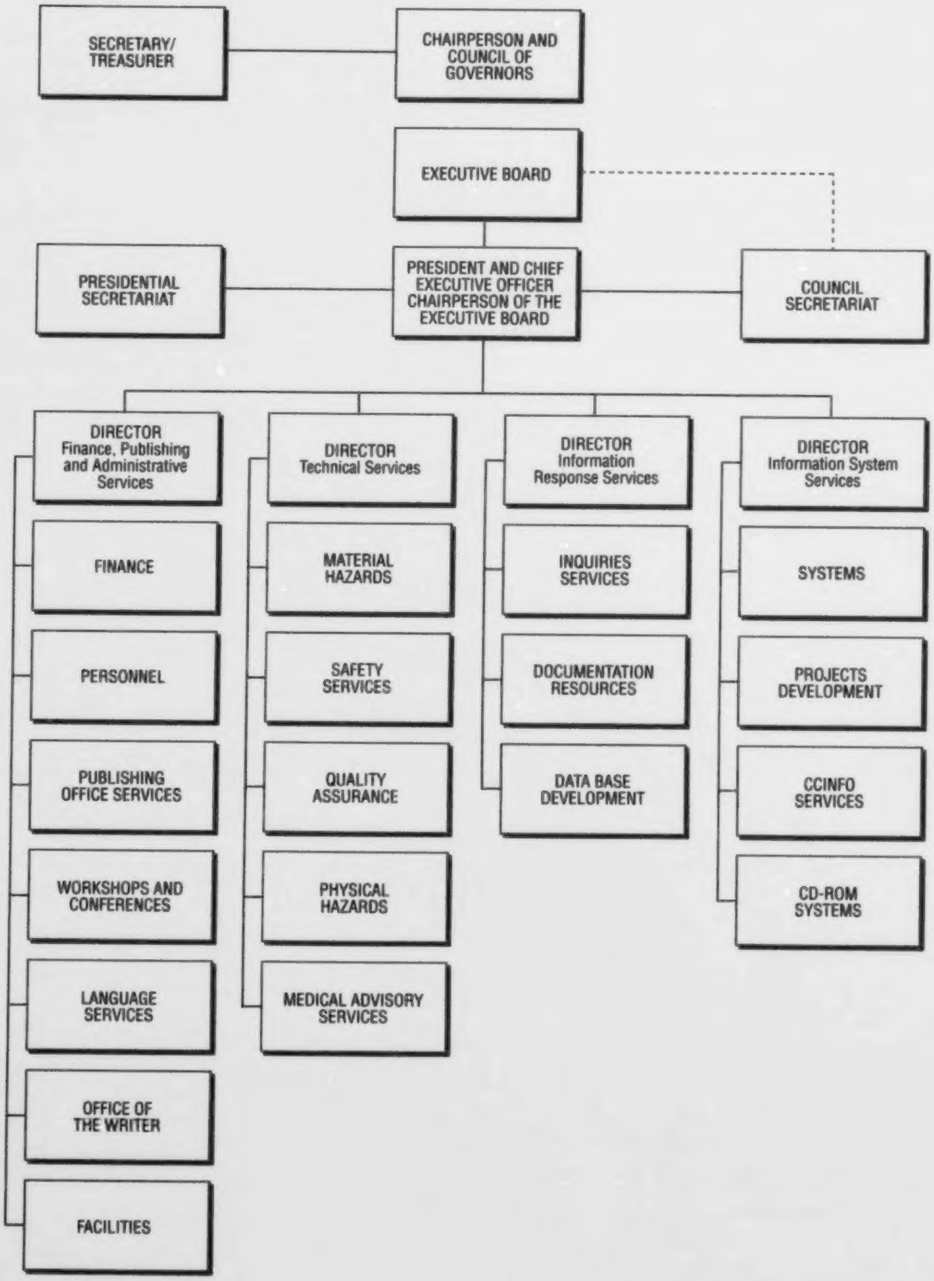
Parliamentary Committee

Standing Committee on Labour, Employment and Immigration

Statutes

Canadian Centre for Occupational Health and Safety Act.

Canadian Centre for Occupational Health and Safety


SECRETARY/ TREASURER
CHAIRPERSON AND COUNCIL OF GOVERNORS
EXECUTIVE BOARD
PRESIDENTIAL SECRETARIAT
PRESIDENT AND CHIEF EXECUTIVE OFFICER CHAIRPERSON OF THE EXECUTIVE BOARD
COUNCIL SECRETARIAT
DIRECTOR Finance, Publishing and Administrative Services
FINANCE
PERSONNEL
PUBLISHING OFFICE SERVICES
WORKSHOPS AND CONFERENCES
LANGUAGE SERVICES
OFFICE OF THE WRITER
FACILITIES
DIRECTOR Technical Services
MATERIAL HAZARDS
SAFETY SERVICES
QUALITY ASSURANCE
PHYSICAL HAZARDS
MEDICAL ADVISORY SERVICES
DIRECTOR Information Response Services
INQUIRIES SERVICES
DOCUMENTATION RESOURCES
DATA BASE DEVELOPMENT
DIRECTOR Information System Services
SYSTEMS
PROJECTS DEVELOPMENT
CCINFO SERVICES
CD-ROM SYSTEMS

National Defence

Legal Title
Department of National Defence

Head Office
National Defence Headquarters
Major General George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2

General Inquiries
(613) 995-2534 (Director General, Communications)

Ministers
Minister of National Defence
Associate Minister of National Defence

Principal Officers
Deputy Minister – R.R. Fowler
Chief of the Defence Staff – General A.J.G.D. de Chastelain
Vice Chief of the Defence Staff – Vice-Admiral C.M. Thomas
Deputy Chief of the Defence Staff – Lieutenant-General D. Huddleston
Assistant Deputy Minister (Policy) – L.A. Delvoie
Associate Assistant Deputy Minister (Policy) – Major-General J.A. MacInnis
Assistant Deputy Minister (Personnel) – Lieutenant-General J.A. Fox
Associate Assistant Deputy Minister (Personnel) – D.J. Lindley
Assistant Deputy Minister (Materiel) – R.D. Gillespie
Associate Assistant Deputy Minister (Materiel) – Major-General P.E. Woods
Assistant Deputy Minister (Communications) – W.A. Young
Director General Executive Secretariat – J.M.D. Henrie

Historical Background

The Department of National Defence was created in 1922 by the *National Defence Act* which established one civil department in place of the previous Department of Militia and Defence (formed in 1868), the Department of the Naval Service (formed in 1910) and the air board (formed in 1920).

In 1965, the Naval Service Headquarters, Army Headquarters and Air Force Headquarters were amalgamated to form the Canadian Forces Headquarters (CFHQ).

The *Canadian Forces Reorganization Act*, in 1968, unified the Royal Canadian Navy, the Canadian Army and the Royal Canadian Air Force into a single service called the Canadian Armed Forces.

Overall Responsibilities

As the Sovereign's representative, the Governor General of Canada is the commander-in-chief of the Canadian Forces.

The Department is responsible for the control and management of the Canadian Armed Forces, and all matters relating to national defence establishments and the defence of Canada. It is responsible for Emergency Preparedness Canada, which reports to the Privy Council. In addition, the Department manages all aspects of air search and rescue in the areas of Canadian responsibility and co-ordinates marine search and rescue, including provision of air resources.

Organization and Programs

The Department is organized into nine functional areas.

Policy

In addition to recommending defence objectives and policy options, this Branch:

- acts as principal departmental spokesperson, at the official level, on matters of policy planning; and
- ensures that departmental objectives, policies, plans and programs are realistic and compatible.

Personnel

Military and civilian personnel policies are the responsibility of this Branch. It:

- administers a comprehensive personnel administration program;
- ensures that personnel establishments, actual strengths and manpower requirements are synchronized with approved policy and budgets;
- maintains liaison with other departments, other governments, industry and universities regarding departmental personnel policies; and
- administers a program for the education of dependants.

Finance

This Branch directs the financial administration of the Department. In doing so, it:

- prepares financial, regulatory and procedural material for the Department or outside agencies;
- co-ordinates and guides the development and implementation of management information systems; and

- provides management services within the Department, including advisory, audit, financial, accounting and automatic data processing services.

Materiel

The development, engineering, procurement, storage, issue, maintenance and disposal of systems, equipment and materiel is the responsibility of this Branch. It also:
- provides an integrated logistic system to the Canadian Forces including: supply, maintenance, ammunitiion, transport and postal facilities and services;
- develops and implements departmental policies on the acquisition and management of real property and the construction and maintenance of buildings, facilities and related utilities; and
- participates in the formulation and implementation of departmental policies on research and development and the provision of scientific information.

Communications and Public Affairs

In addition to global policy direction, this Branch manages domestic and international, external and internal communications and public affairs programs. This includes:
- public affairs research;
- the evaluation of public attitudes;
- the development of communications strategies, policy and corporate objectives; and
- day-to-day operations, media relations, exhibitions, displays, special events, audio visual and print productions.

Deputy Chief of the Defence Staff

This Branch is responsible for the effective and efficient performance of the operations of the Canadian Forces. This includes:
- providing operational information, advice and guidance for plans involving the future employment, structure and operational requirements of the Canadian Forces;
- implementing approved changes to the structure of the Canadian Forces;
- planning, controlling and co-ordinating all current operational activities of the Forces;
- employing resources efficiently to carry out current operations; and
- preparing and co-ordinating annual training plans.

Chief Review Services

Providing departmental advice and functional authority on review matters is the responsibility of this Branch. It plans and conducts program evaluations, internal audits and military reviews of all aspects of departmental and military operations and activities. The Branch also provides independent, objective reports on the effectiveness, efficiency and economy of the Department and the Canadian Forces.

Judge Advocate General

This Branch administers military justice and provides legal advice to the Forces.

Executive Secretariat

Corporate secretarial and administrative services are provided by this Branch. It also manages the Department's responsibilities under the *Access to Information Act.*

Seven commands reflect the major commitments of the Department. In addition to its assigned duties, each command has a regional responsibility which includes: representation to provincial governments, aid to the civil power, emergency and survival operations and administration of cadets.

Maritime Command

Maintaining operationally ready, general-purpose naval forces to meet Canada's defence commitments are the responsibility of this Command. These commitments include:
- defence of Canada;
- anti-submarine defence in support of NATO; and
- support to Canadian military operations and search and rescue operations within the Atlantic and Pacific search and rescue areas.

Maritime Command also has operational control of maritime aircraft.

Mobile Command

This Command provides operationally ready land combat forces for the protection of Canadian territory. It also provides:
- combat forces in Canada for the support of overseas commitments; and
- forces for support of United Nations or other peacekeeping operations.

Air Command

Providing operationally ready air forces for national, continental and international commitments is the responsibility of this Command. This includes:
- maintenance of sovereignty in Canada's air space;
- contributions to NORAD;
- airlift resources and search and rescue aircraft; and
- management of maritime aircraft.

Canadian Forces Communications Command

This command manages, operates and maintains strategic communication services for the Canadian Forces. This involves: message handling and data transfer, telephone systems, high frequency radio direction finding and communication research.

Canadian Forces Europe
Providing, maintaining and supporting combat-ready, European-based Canadian land and air forces assigned to NATO's Allied Command Europe is the responsibility of this Command.

Northern Region Headquarters
This Command co-ordinates and supports Canadian Forces activities in the North.

Canadian Forces Training System
A combined staff of army, navy and airforce personnel plans, organizes, conducts and controls the training of service members whose occupations are required by more than one operational command.

Regional Offices

Atlantic Region
Maritime Command
Halifax, Nova Scotia
(902) 427-4077

Eastern Region
Mobile Command
Montreal, Quebec
(514) 462-7011

Central Region
Canadian Forces Training System
Trenton, Ontario
(613) 392-2811

Prairie Region
Air Command
Winnipeg, Manitoba
(204) 832-1311

Pacific Region
Maritime Command (Pacific)
Esquimalt, British Columbia
(604) 380-2000

Northern Region
Northern Region Headquarters
Yellowknife, Northwest Territories
(403) 873-4011

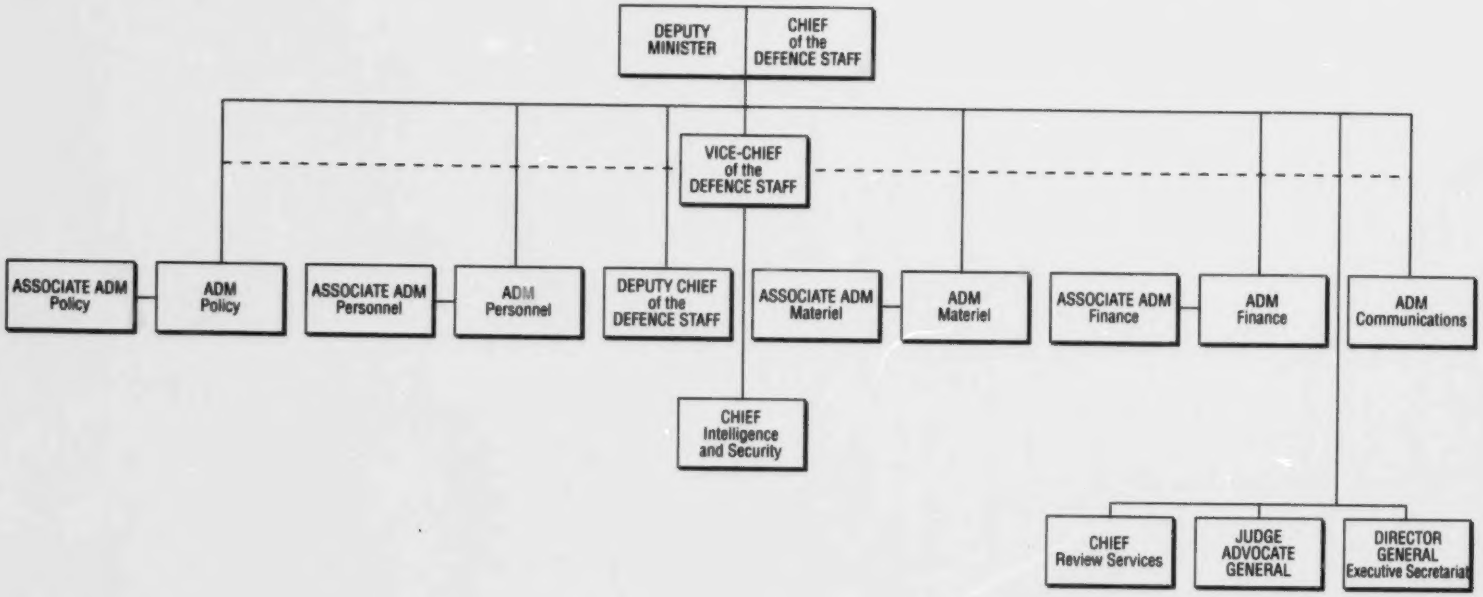
Parliamentary Committee

Standing Committee on National Defence and Veterans Affairs (SCONDVA)

Statutes

Aeronautics Act
Canadian Forces Superannuation Act
Defence Services Pension Continuation Act
National Defence Act
Visiting Forces Act

National Defence


DEPUTY MINISTER
CHIEF of the DEFENCE STAFF
VICE-CHIEF of the DEFENCE STAFF
ASSOCIATE ADM Policy
ADM Policy
ASSOCIATE ADM Personnel
ADM Personnel
DEPUTY CHIEF of the DEFENCE STAFF
ASSOCIATE ADM Materiel
ADM Materiel
ASSOCIATE ADM Finance
ADM Finance
ADM Communications
CHIEF Intelligence and Security
CHIEF Review Services
JUDGE ADVOCATE GENERAL
DIRECTOR GENERAL Executive Secretariat

Emergency Preparedness Canada

Head Office
Jackson Building, 2nd Floor
122 Bank Street
Ottawa, Ontario
K1A 0W6

General Inquiries
(613) 991-7077

Minister
Minister Responsible for Emergency Preparedness

Principal Officers

Executive Director	– T. D'Arcy Finn
Directors General	
Corporate Programs	– C. Hegge
Readiness and Operations	– D.W. Hall
Program Development	– E.L. Shipley

Historical Background

Emergency Preparedness Canada (EPC) began as a civil defence organization in 1948 under the wing of the Department of National Defence. For nearly 20 years the organization operated under different titles and was attached to various departments.

In 1966 its mandate was broadened to put more emphasis on co-ordinating the federal response to peacetime emergencies, including both natural and human disasters.

Following a reoganization in 1974, this expanded mandate was assigned to the newly created National Emergency Planning Establishment which later became known as Emergency Planning Canada (EPC). In 1986, to reflect better its functions and responsibilities, EPC changed its name to Emergency Preparedness Canada. EPC became a separate branch of the public service, in 1988, under the *Emergency Preparedness Act*.

Overall Responsibilities

Emergency Preparedness Canada advances civil preparedness in Canada for emergencies of all types. The Department:

- develops policy proposals;
- co-ordinates federal emergency preparedness activities;
- works closely with provincial and territorial counterparts to ensure an appropriate state of emergency preparedness across the country;
- co-ordinates federal participation in international emergency preparedness activities, particularly with the United States and other NATO countries; and
- encourages civil ceremony planning through joint projects with the provinces and territories, public information programs, training and education and through sharing of research.

Organization and Programs

Three main branches carry out the Department's mandate.

Program Development

This Branch co-ordinates the development of federal emergency preparedness policies and programs. It also:

- monitors and assesses the federal government's level of emergency preparedness;
- co-ordinates the emergency preparedness activities of federal organizations with provincial and territorial governments and internationally;
- sponsors research related to emergency preparedness;
- develops and delivers training programs;
- conducts national conferences and symposia; and
- evaluates crisis management plans and arrangements.

Readiness and Operations

Liaison with provincial and territorial emergency measures organizations is the responsibility of this Branch. It also:

- provides a comprehensive public information program;
- maintains an Emergency Co-ordination Centre to monitor and report on emergencies and provide an operations centre for emergencies;
- contributes to provincial, territorial and municipal projects that enhance the national capacity to respond to emergencies;
- makes arrangements to ensure the continuity of constitutional government during an emergency;
- assists provincial and territorial governments when the financial cost of dealing with a disaster is greater than they can manage;
- identifies vital facilities, plants and services;

- identifies and preserves records that are essential for the government to function during and after a national crisis; and
- provides compensation for volunteer workers, or their heirs, who are injured or killed while responding to emergencies. This is done in conjunction with the provinces and territories.

Corporate Programs
This Branch provides financial management, long-range corporate planning, administrative support, management information systems and human resources for the Department.

Regional Offices

Newfoundland
6 Bruce Street
Donovan's Industrial Park
P.O. Box 188, Station C
St. John's, Newfoundland
A1C 5J2
(709) 772-5522

Nova Scotia
6009 Quinpool Road, Suite 801
Halifax, Nova Scotia
B3K 5J7
(902) 426-2082

Prince Edward Island
Dominion Building, 2nd Floor
97 Queen Street
P.O. Box 1175
Charlottetown, Prince Edward Island
C1A 7M8
(902) 566-7047

New Brunswick
590 Brunswick Street
P.O. Box 534
Fredericton, New Brunswick
E3B 5A6
(506) 452-3020

Quebec
250 Ouest, Grande-Allée, Suite 701
Quebec, Quebec
G1R 2H4
(418) 648-3111

Ontario
20 Holly Street, Suite 205
Toronto, Ontario
M4S 3B1
(416) 973-6343

Manitoba
301 York Avenue, Suite 306A
Winnipeg, Manitoba
R3C 0P4
(204) 983-6790

Saskatchewan
850 Avord Tower
2002 Victoria Avenue
Regina, Saskatchewan
S4P 0R7
(306) 780-5005

Alberta and Northwest Territories
10420 157 Street
Edmonton, Alberta
T5P 2V5
(403) 495-3005

British Columbia and Yukon
2881 Nanaimo Street
P.O. Box 10000
Victoria, British Columbia
V8T 4Z8
(604) 388-3621

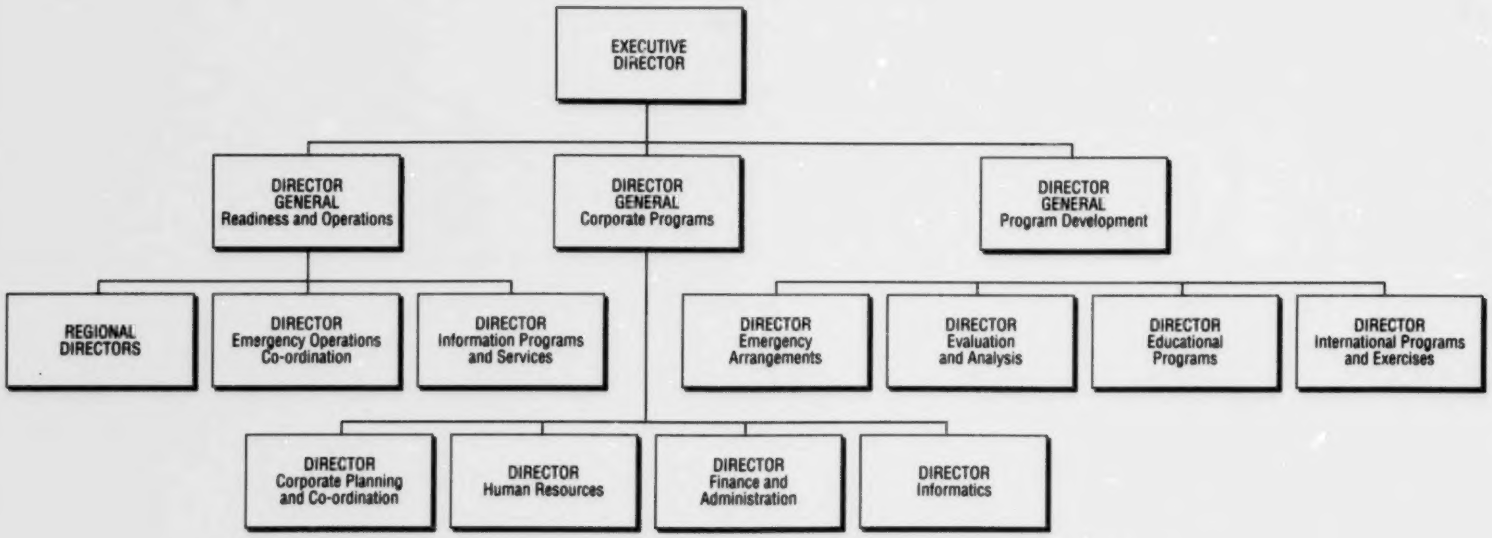
Parliamentary Committees

External Affairs and International Trade
National Defence and Veterans Affairs

Statutes

Emergency Preparedness Act
Emergencies Act

Emergency Preparedness Canada


EXECUTIVE DIRECTOR
DIRECTOR GENERAL Readiness and Operations
DIRECTOR GENERAL Corporate Programs
DIRECTOR GENERAL Program Development
REGIONAL DIRECTORS
DIRECTOR Emergency Operations Co-ordination
DIRECTOR Information Programs and Services
DIRECTOR Emergency Arrangements
DIRECTOR Evaluation and Analysis
DIRECTOR Educational Programs
DIRECTOR International Programs and Exercises
DIRECTOR Corporate Planning and Co-ordination
DIRECTOR Human Resources
DIRECTOR Finance and Administration
DIRECTOR Informatics

National Search and Rescue Secretariat

Head Office

Journal Tower South, 17th Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0K2

General Inquiries

Tel: (613) 992-0063
Fax: (613) 996-3746

Minister

Lead Minister for Search and Rescue
(Minister of National Defence)

Principal Officers

Director, Policy and Analysis	– M.M.K. Nash
Director, Program Co-ordination	– J.M. Anderson
Director, Audit and Evaluation	– D.J. Walters

Historical Background

In 1986, after the Royal Commission on the Ocean Ranger Marine Disaster, the government decided that search and rescue in Canada should be managed as a distinct program with overall policy and co-ordination resting with a Lead Minister for Search and Rescue. The National Search and Rescue Secretariat was created to provide direct, independent advice to the Lead Minister and to act as the focus for a National Search and Rescue Program

Overall Responsibilities

The Secretariat undertakes a central managerial role in co-ordinating the conduct of the National Search and Rescue Program. The aim is to maintain and foster a national perspective for search and rescue efforts in Canada. The Secretariat is responsible for the development and implementation of relevant policy, program co-ordination and review.

The national scope of the program acknowledges the various government jurisdictions in Canada with search and rescue services and provides a mechanism for all participants to co-operate in this service. The legislative capabilities of provinces are particularly important to the prevention element of the program.

Organization and Programs

The Secretariat has three directorates.

Policy and Analysis

This Directorate develops a policy framework for the National program. It also:
- establishes standards for levels of service;
- determines program priorities and policies;
- administers the Search and Rescue Information System; and
- manages a search and rescue operational planning model.

Program Co-ordination

Co-ordinating the search and rescue activities of all participants in the Program is the responsibility of this Directorate. In addition it:
- develops and leads the federal participation in the international COSPAS-SARSAT Program;
- manages the New Initiatives Program;
- develops an annual multi-year operational plan and a long-term capital plan; and
- implements the National Search and Rescue Communications Strategy.

Audit and Evaluation

This Directorate establishes and implements short- and long-term audit and evaluation plans for the National Search and Rescue Program, in consultation with those agencies that deliver the Program.

Regional Offices

None

Parliamentary Committee

Standing Committee on National Defence

Office of the Auditor General of Canada

Head Office
240 Sparks Street
Ottawa, Ontario
K1A 0G6

General Inquiries
(613) 995-3766

Minister
The Office does not report through any Minister of the Crown.

Principal Officers
Auditor General – Kenneth M. Dye
Audit Operations
  Deputy Auditors General – R.M Dubois
    D.L. Meyers
  Assistant Auditors General – W.E. Dickson
    J.-G. Laliberté
    R.R. Lalonde
    L.M. McGimpsey
    T.E. McNamara
    M.J. McLaughlin
    B.P. Miller
    S. Minto
    Wm. F. Radburne
    D.W.T. Rattray
    R.C. Thompson
    P.D.M. Ward
    D.M. Young
Professional and Administrative Services
  Deputy Auditor General – R.M. Warme
  Assistant Auditor General – Y. Gaudette
Principal (Public Affairs) – M. Cutler

Historical Background

In 1878 *An Act to provide for the better Auditing of the Public Accounts* was proclaimed, calling for the appointment of an Auditor General to examine the public accounts and report annually to the House of Commons. The present incumbent, Kenneth M. Dye, is the eighth to hold the office. In 1976, the Office was broadened and re-defined with the passage of the new *Auditor General Act*.

Overall Responsibilities

Statutory Duties

Most of the work of the Office results from legislated duties imposed on the Auditor General – he or she must make certain examinations and inquiries deemed necessary in order to report as required by the *Auditor General Act*. Part X of the *Financial Administration Act* also establishes duties with respect to certain Crown corporations, and the *Yukon Act* and the *Northwest Territories Act* designate the Auditor General as their legislative auditor. Among the required audits and examinations are:

- verifying that expenditures have been made in accordance with legal authorities;
- assessing the government's accounting policies;
- attesting to the financial statements of various government entities;
- assessing the quality of financial management and control;
- determining that procedures are appropriate to ensure an effective check on the assessment, collection and proper allocation of revenue; and
- identifying instances where expenditures have been made without regard to economy or efficiency.

Organization and Programs

Under the Act of 1977, the Office of the Auditor General was given a large measure of independence, directed only by the relevant legislation and his or her own judgment. Appointed for a fixed term of ten years, or until age 65, the Auditor General may only be removed by the Senate and the House of Commons. This professional independence is a cornerstone of the effectiveness of the Office, resulting in the ability to choose what to examine and report in the broad domain of the Accounts of Canada. And unlike most of the public service, the Office is not subject to direction by ministers of the Crown.

Public Accounts

Each year the Auditor General examines and reports on the financial statements of the Government of Canada to ensure that they present information fairly and consistently, and have been prepared according to the government's accounting policies. The Office also reports on the financial statements of many Crown corporations, agencies and funds. (Many of these statements and related audit reports are included in the Public Accounts.) Similar work is performed for the legislative assemblies of Yukon and the Northwest Territories.

Reporting Financial Transactions Made Without the Proper Authority

Vital to all legislative auditing is the verification that expenditures and revenues are in accordance with legal authorities. Samples are selected from the billions of dollars of transactions made each year and examined in detail for compliance with legal authorities. Anything that appears to lack the appropriate authority is considered for reporting to the House of Commons.

Assisting Parliament in Administrative Review

The Public Accounts Committee of the House of Commons and the Senate Standing Committee on National Finance have responsibilities for the parliamentary review of government administration as reported in the Auditor General's annual report. Over the years, the Public Accounts Committee has met frequently to examine this report and to prepare its own reports to the House of Commons. Other House committees and the Senate Committee on National Finance have, on occasion, called on the Auditor General to appear as a witness in matters before them.

Regional Offices

Sinclair Centre, Room 250
757 West Hastings Street
Vancouver, British Columbia
V6C 1A1

Manulife Place, Suite 2460
10180 108th Street
Edmonton, Alberta
T5J 3S4

180 Main Street
2nd Floor, Suite 203
Winnipeg, Manitoba
R3C 1A6

685 Cathcart Street, Room 1005
Montreal, Quebec
H3B 1M7

Centennial Building, 4th Floor
1660 Hollis Street, Room 414
Halifax, Nova Scotia
B3J 1V7

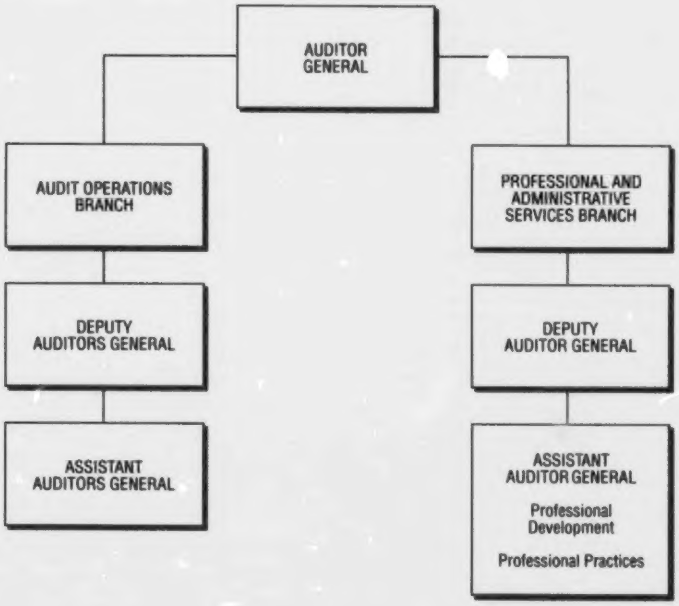
Parliamentary Committee

Public Accounts Committee

Statute

Auditor General Act

Office of the Auditor General of Canada


AUDITOR GENERAL
AUDIT OPERATIONS BRANCH
DEPUTY AUDITORS GENERAL
ASSISTANT AUDITORS GENERAL
PROFESSIONAL AND ADMINISTRATIVE SERVICES BRANCH
DEPUTY AUDITOR GENERAL
ASSISTANT AUDITOR GENERAL
Professional Development
Professional Practices

Office of the Commissioner of Official Languages

Head Office

110 O'Connor Street
Ottawa, Canada
K1A OT8

General Inquiries

(613) 996-6368

Minister Designated

The Prime Minister

Principal Officers

Commissioner of Official Languages – D'Iberville Fortier
Deputy Commissioner – Peter Rainboth

Historical Background

In 1969, the federal government passed the *Official Languages Act*. It provided detailed rules for the use of English and French by federal institutions and created the Office of Commissioner of Official Languages for Canada. The Commissioner ensures that the Act is complied with and that all federal institutions respect the status of both official languages.

The 1988 version of the *Official Languages Act* increased the use of both languages in the justice system and provided greater opportunity for federal employees to work in the official language of their choice.

The new Act is built on the 1982 *Canadian Charter of Rights and Freedoms*, the 1969 *Official Languages Act* and the 1973 Parliamentary Resolutions on Official Languages. It consolidates various existing policies and practices and updates others that have guided federal institutions over the years.

The 1988 Act also provides for the appointment of a Commissioner for a seven-year term after approval by resolution of the Senate and House of Commons. The present Commissioner was appointed in September 1984.

Overall Responsibilities

The Commissioner of Official Languages ensures that the language rights of all Canadians are respected. In doing so, the Commissioner confirms recognition of the official languages by federal institutions and their compliance with the spirit and intent of the Act in the administration of their affairs.

Each year the Commissioner submits a report to Parliament on the progress of language reform in Canada and on the discharge of the Commissioner's duties. Special reports may also be submitted on urgent or important matters which should not be deferred until the next annual report.

Organization and Programs

In his role as protector of the letter and spirit of the Act, the Commissioner fulfills three principal duties: linguistic ombudsman,linguistic auditor and protector of language equality. Five branches assist the Commissioner with these duties.

Policy Branch

In addition to providing comprehensive advice and detailed analyses to the Commissioner on policies, legislation, regulations and court decisions relating to official languages, this Branch:

- provides the Commissioner with briefing material for certain meetings of the Standing Joint Committee on Official Languages;
- prepares notes for speeches by the Commissioner and Deputy Commissioner;
- participates in preparation of the annual report; and
- answers requests from governments, Canadians and foreign citizens for information.

Complaints and Audits Branch

This Branch investigates complaints made by members of the public and public servants against federal agencies. It also carries out language audits and evaluates the linguistic performance of some 150 federal agencies. The results of the language audits are used in policy development.

To improve service, the Branch has decentralized the handling of many complaints to the regions, to allow for quicker response.

Communications Branch

This Branch provides information to the public about the Commission and the language rights of Canadians. It also provides the Commissioner, the Deputy Commissioner and the other branches with communications support and advice.

The Communications Branch publishes a quarterly review, *Language and Society*.

Resource Management Branch
Personnel administration, financial and records management support, administrative services such as telecommunications, mail, material management, office accommodation and purchasing are taken care of by this Branch. It also provides data processing support.

Regional Operations Branch
This Branch directs the activities of the five regional offices. These offices assist with complaints, audits and the preparation of analyses for the Head Office. They also liaise with minority associations and certain majority groups to promote the spirit of the Act.

The representatives of the regional offices serve very large areas and are assisted by several part-time liaison officers located in other centres.

Regional Offices

Atlantic Region
Heritage Court
95 Foundry Street, Room 303
Moncton, New Brunswick
E1C 5H7
(506) 851-7047
1-800-561-7109

Quebec Region
1179 Bleury Street, Room 401
Montreal, Quebec
H3B 3H9
(514) 283-4996
1-800-363-0628

Ontario Region
1 Dundas Street West, Suite 2410
Toronto, Ontario
M5G 1Z3
(416) 973-1903
1-800-387-0635

Manitoba and Saskatchewan Region
Centre-Ville Building
131 Provencher Boulevard, Room 200
St. Boniface, Manitoba
R2H 0G2
(204) 983-2111
1-800-665-8731

Alberta, British Columbia,Northwest Territories and Yukon Region
Liberty Building
10506 Jasper Avenue, Room 1100-A
Edmonton, Alberta
T5J 2W9
(403) 495-5603
1-800-661-3642

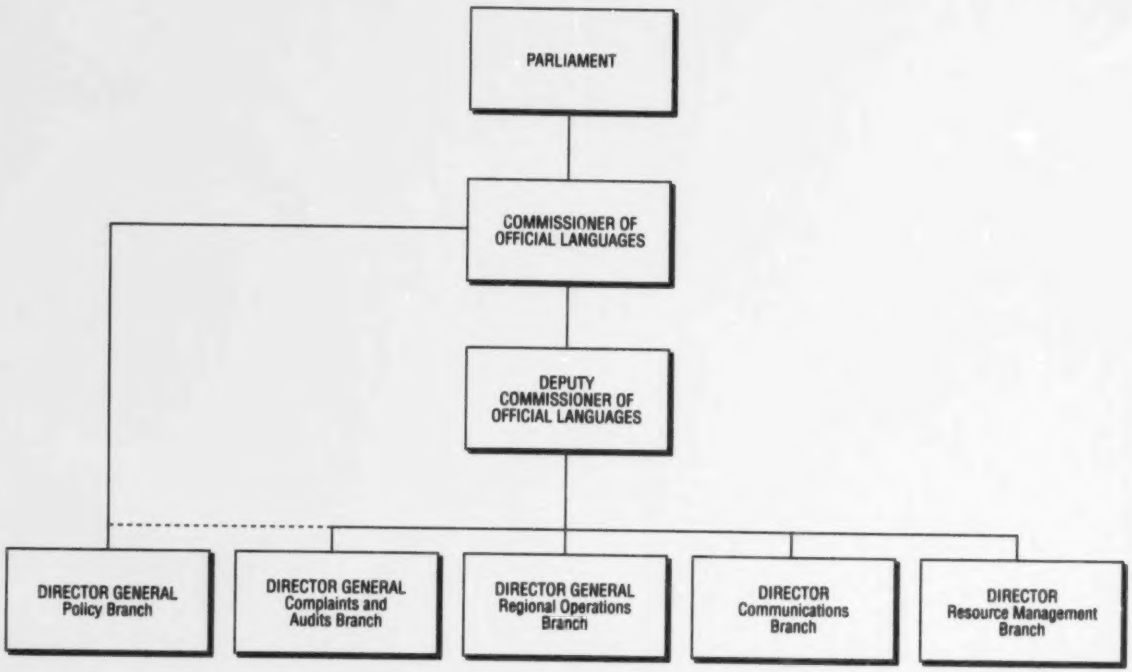
Parliamentary Committee

Standing Joint Committee on Official Languages

Statute

1988 Official Languages Act

Office of the Commissioner of Official Languages


PARLIAMENT
COMMISSIONER OF OFFICIAL LANGUAGES
DEPUTY COMMISSIONER OF OFFICIAL LANGUAGES
DIRECTOR GENERAL Policy Branch
DIRECTOR GENERAL Complaints and Audits Branch
DIRECTOR GENERAL Regional Operations Branch
DIRECTOR Communications Branch
DIRECTOR Resource Management Branch

Office of the Information Commissioner

Head Office
Place de Ville, Tower B, 3rd Floor
112 Kent Street
Ottawa, Ontario
K1A 1H3

General Inquiries
Tel: (613) 995-2410;
Fax: (613) 995-1501
Toll-free: 1-800-267-0441

Minister
Commissioner reports directly to Parliament through the Speakers of the Senate and House of Commons

Principal Officers

Information Commissioner	– John W. Grace
Assistant Commissioners	– D.W. (Bill) McGibbon Vacant
Director General, Operations	– Célyne Riopel
Legal Counsel	– Paul B. Tetro
Directors of Complaints	– J.G.D. (Dan) Dupuis Kevan Flood

Historical Background

Canada's *Access to Information Act* received Royal Assent on 7 July 1982, and was proclaimed as coming into force on Canada Day, 1983. This Act established the right of Canadian citizens and permanent residents of Canada to have access to information contained in records under the control of the Government of Canada. Records can include drawings, diagrams, photographs, maps, audio and video recordings, and machine readable or computer records. In 1989, the right of access to records under the control of federal institutions was extended to include, beyond Canadian citizens and landed immigrants, all individual and all corporations that are present in Canada.

The *Access to Information Act* provides the right of access to federal government records in accordance with the following principles: information should be made available to the public; any exemptions to this right of access should be limited and specific; and government information should be reviewed independently of government. The Office of the Information Commissioner fulfils the first step of the two-tiered independent review process. The Federal Court, when necessary, conducts the second independent review. The Commissioner may examine all federal government records, except those designated as Cabinet confidences. This power of examination ensures that complainants receive all material to which the Act entitles them.

Overall Responsibilities

The Office of the Information Commissioner must ensure that the federal institutions subject to the *Access to Information Act* comply with the Act. The Office investigates and mediates complaints that an applicable federal institution has failed to comply with the provisions contained in the Act. This can include: refusal of access, delay (deemed refusal), fees, official languages, the Access Register and bulletins, or other matters. While the Commissioner does not make binding decisions, he or she does have the authority to initiate complaints. As well, the Commissioner reviews and monitors all litigation in the Federal Court, under the Act, and, where appropriate, may commence actions on behalf of complainants, with their consent, and may intervene to protect the rights of the complainants or to obtain judicial interpretation of the Act. The Information Commissioner reports annually to both chambers via their respective speakers and may submit special reports to Parliament.

Organization and Programs

The Information Commissioner, called the Deputy Head, is appointed by Parliament for a seven-year term; the assistant commissioners (up to two) are appointed for five-year terms. In the actual operations of the Office, the investigators report to two directors of information complaints, who report in turn to the Director General (Operations). Also reporting to the Director General is a Communications (Public Affairs) section. Administrative support services are shared with the Office of the Privacy Commissioner.

Regional Offices

None

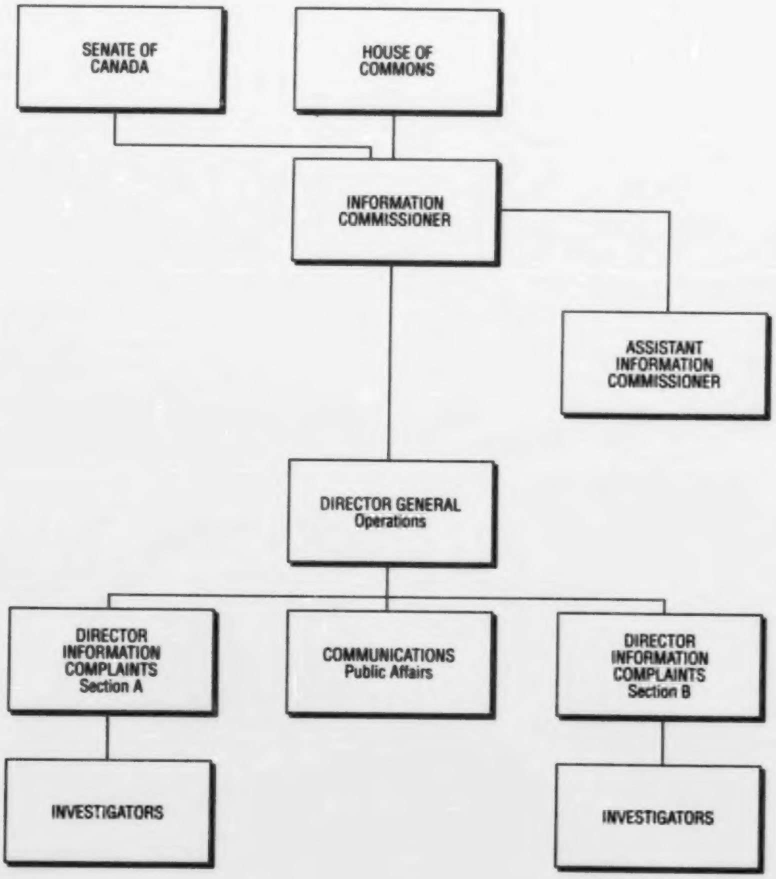
Parliamentary Committee

Standing Committee on Justice and Solicitor General

Statute

Access to Information Act, 1983

Office of the Information Commissioner


SENATE OF CANADA
HOUSE OF COMMONS
INFORMATION COMMISSIONER
ASSISTANT INFORMATION COMMISSIONER
DIRECTOR GENERAL Operations
DIRECTOR INFORMATION COMPLAINTS Section A
COMMUNICATIONS Public Affairs
DIRECTOR INFORMATION COMPLAINTS Section B
INVESTIGATORS
INVESTIGATORS

Office of the Privacy Commissioner

Head Office
112 Kent Street
3rd Floor
Ottawa, Ontario
K1A 1H3

General Inquiries
(613)995-2410 (in Ottawa-Hull)
(613) 995-8566 (Public Affairs)
Toll-free across Canada: 1-800-267-0441

Minister

The Privacy Commissioner is an officer of Parliament who reports through the Speakers of the Senate and the House of Commons.

Principal Officers

Privacy Commissioner	– Vacant
Assistant Privacy Commissioner	– Bruce Phillips
Executive Director	– Alan Leadbeater
General Counsel	– Gerard van Berkel
Director, Privacy Complaints	– Julien Delisle
Director, Privacy Compliance	– Barry Baker
Director General, Corporate Management	– Hélène Ducharme

Historical Background

In the 1960s and 1970s, Canadians joined those in other Western societies in demanding more open and accountable government. This pressure, coupled with the increasing use of computers by government and business, led to a federal task force on privacy and computers in the early 1970s.

The federal government responded to the task force report, (entitled *Privacy and Computers*) by introducing legislation to "protect the information privacy of individuals" in federal data banks. The legislation – Part IV of the *Canadian Human Rights Act* – took effect in 1978. Part IV applied only to records used for an administrative purpose, covered a restricted number of federal agencies and provided no right of court review. One human rights commissioner was designated Privacy Commissioner.

Following a sweeping review of existing privacy protection and proposed freedom of information legislation, a substantially revised and strengthened *Privacy Act* and a new *Access to Information Act* took effect on 1 July 1983. Both acts created independent commissioners, appointed by Parliament, who act as specialist ombudsmen.

Overall Responsibilities

The Privacy Commissioner investigates complaints from individuals who believe that the federal government has violated their rights under the *Privacy Act*. Individuals may complain if:

- they are denied access to their personal records;
- they are denied a request to correct information in a file – or their right to annotate it;
- the government exceeds the time limits for responding;
- the description of personal data banks in the *Personal Information Index* is deficient in some way;
- the government is collecting, keeping, using, disclosing or disposing of personal information in a way which contravenes the *Privacy Act*.

The Commissioner also has the power to audit government record-keeping to ensure that it complies with the Act. He or she may initiate complaints and may report to Parliament at any time if a matter is sufficiently urgent. The Minister of Justice may also ask the Commissioner to carry out special studies.

Organization and Programs

The Office is composed of two directorates – Complaints and Compliance, and two units – Public Affairs, and Policy and Research. Administrative support services (finance, personnel, informatics and library) are provided by the Corporate Management Branch to both the offices of the Privacy Commissioner and the Information Commissioner.

Complaints Directorate

The directorate investigates individual complaints, handles public inquiries, examines notifications of proposed releases of personal information under Section 8(2)(m) of the Act and analyses proposed data matches submitted under the government's data-matching policy.

Compliance Directorate

The directorate carries out systematic audits of departments' personal record keeping, including examining physical security, storage and handling of paper records, and the electronic processing and storage of personal data.

Public Affairs

The unit provides ongoing public affairs advice and services to the Office.

Policy and Research

The unit co-ordinates the Office's research programs and policy development.

Regional Offices

None

Parliamentary Committee

Standing Committee on Justice and the Solicitor General

Statute

Privacy Act

Prime Minister's Office

Head Office

Langevin Block
80 Wellington Street
Ottawa, Ontario
K1A 0A3

General Inquiries

(613) 992-4211

Minister

The Prime Minister

Principal Officers

Chief of Staff	– Norman Spector
Deputy Chief of Staff	– Marjory LeBreton

Historical Background

The Prime Minister's Office (PMO) comprises the Prime Minister's personal political staff. Its role and organization has varied since Confederation, in accordance with the wishes of each Prime Minister. At first, only a few secretaries were required. By 1937, a staff of more than a dozen was headed by a principal secretary. The PMO continued to expand steadily, reaching its current size of roughly 80 staff members by 1970. In 1984, the position of chief of staff was created.

Overall Responsibilities

The PMO provides the Prime Minister with political advice and support in policy-making, appointments, communications, press relations, links to the caucus, travel and liaison with the Party. More specifically, the political staff provide advice in the following areas:

- analyses of policy options;
- liaison with ministers and the caucus;
- drafting of the Speech from the Throne;
- drafting of speeches and other public statements to be delivered by the Prime Minister;
- media relations;
- briefings in advance of Question Period in the House of Commons, press interviews, meetings and conferences; and
- senior appointments.

The political staff also carry out a variety of other tasks in support of the Prime Minister, including:

- budgeting the Prime Minister's time;
- scheduling and arranging the Prime Minister's travel and engagements;
- answering the Prime Minister's correspondence; and
- handling all constituency matters.

Regional Offices

None

Canadian Intergovernmental Conference Secretariat

Head Office

110 O'Connor Street, 10th Floor
P.O. Box 488, Station A
Ottawa, Ontario
K1N 8V5

General Inquiries

Tel: (613) 995-2341
Fax: (613) 996-6091
For additional information, telephone the Assistant Secretary at (613) 995-2345

Minister

Prime Minister

Principal Officers

Secretary Canadian Intergovernmental Conferences – Stuart MacKinnon
Acting Assistant Secretary – André M. McArdle
Manager Conference Services – Robert Pelley

Historical Background

The Canadian Intergovernmental Conference Secretariat (CICS) was created in 1973 by the First Ministers of Canada to serve federal-provincial and interprovincial conferences. The CICS is an agency of both the federal and provincial governments and as such acts as a neutral intergovernmental body. Its budget is supported by both levels of government and its staff includes both federal and provincial public servants. An Order-in-Council on 29 November 1973 designated the Secretariat a separate department (of the federal government).

Overall Responsibilities

In addition to acting as the permanent Secretariat of the First Ministers Conference since 1973, the Canadian Intergovernmental Conference Secretariat serves other meetings of First Ministers, intergovernmental meetings of ministers and those of deputy ministers. It offers a complete range of services which can be selected as needed for each conference, including:

- provision of a conference secretary and liaison with delegates on behalf of the chair;
- preparation and circulation of agendas;
- translation, printing and distribution of conference documents; and
- preparation of conference records.

The CICS also arranges for the coding of conference documents and maintains document archives for the use of governments. The Secretariat is the principal source of unclassified intergovernmental conference documentation for legislative, university and municipal libraries in Canada.

Organization and Programs

The Secretariat comprises three sectors:

- Conference Services
- Intergovernmental Document Centre
- Financial and Administrative Services

Conference Services consists of four conference teams organized to provide administrative, logistical and technical support to individual intergovernmental conferences throughout Canada. The Intergovernmental Document Centre (IDC) provides document control and records management for conferences served, distribution and consultation services for public conference documents and acts as the intergovernmental document archives for the federal and provincial governments. Financial and Administrative Services provides support for the CICS as a whole.

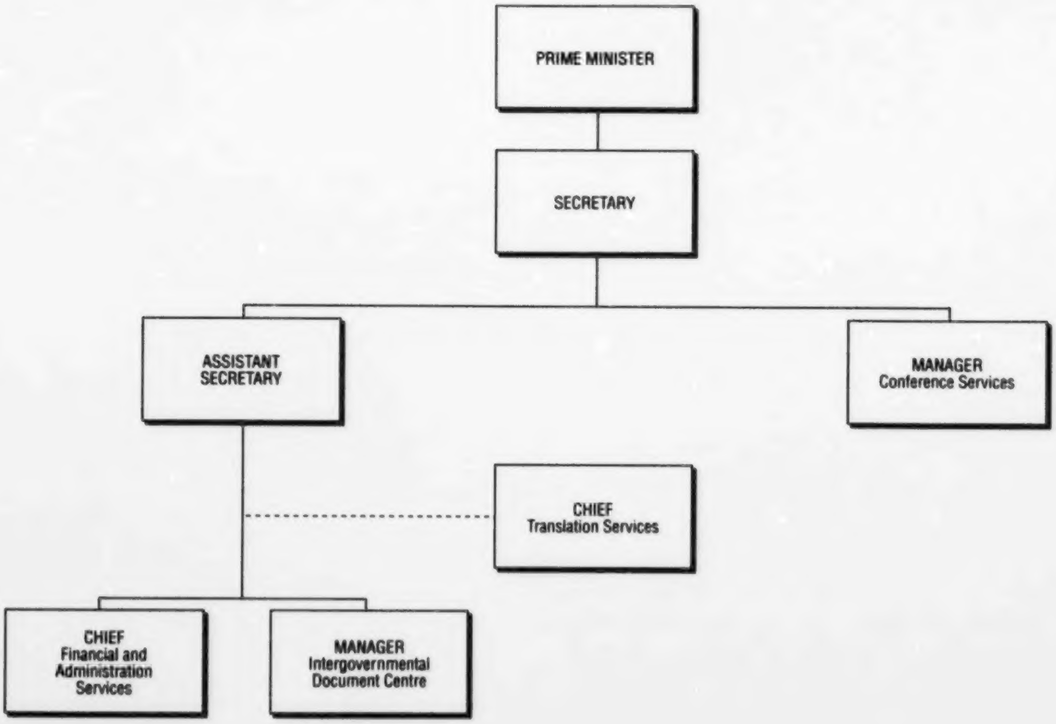
Regional Offices

None

Parliamentary Committees

Standing Committee on Consumer and Corporate Affairs and Government Operations

Canadian Intergovernmental Conference Secretariat


PRIME MINISTER
SECRETARY
ASSISTANT SECRETARY
MANAGER Conference Services
CHIEF Translation Services
CHIEF Financial and Administration Services
MANAGER Intergovernmental Document Centre

Economic Council of Canada

Head Office

Place de Ville, Tower A
320 Queen Street
P.O. Box 527
Ottawa, Ontario
K1P 5V6

General Inquiries

(613) 952-1711

Minister

Prime Minister

Principal Officers

Chairperson – Judith Maxwell
Deputy Chairperson – Caroline Pestieau
Deputy Chairperson – Harvey Lazar

Historical Background

In 1963, the Economic Council of Canada replaced the National Productivity Council which had been established in 1961.

Overall Responsibilities

The Economic Council of Canada is an independent advisory body, with broad terms of reference, to study and report on a wide range of matters relating to medium- and long-term economic development. The Council makes an annual review of the country's economic problems and prospects, and conducts other studies, on its own initiative or at the request of the government.

Organization and Programs

The Council comprises an appointed board, made up of 3 full-time and 25 other members. It meets four times a year. The full-time members, namely the Chairperson and two Deputy Chairpersons, manage the work of a staff of economists and other specialists.

The other members of the Council are appointed for three-year terms and are representative of various sectors of Canadian society. They assist in setting the organization's research priorities, play a role in the preparation of major reports, such as the Annual Review and serve on the advisory committees established for each major research project. A number of research groups carry out the Council's mandate.

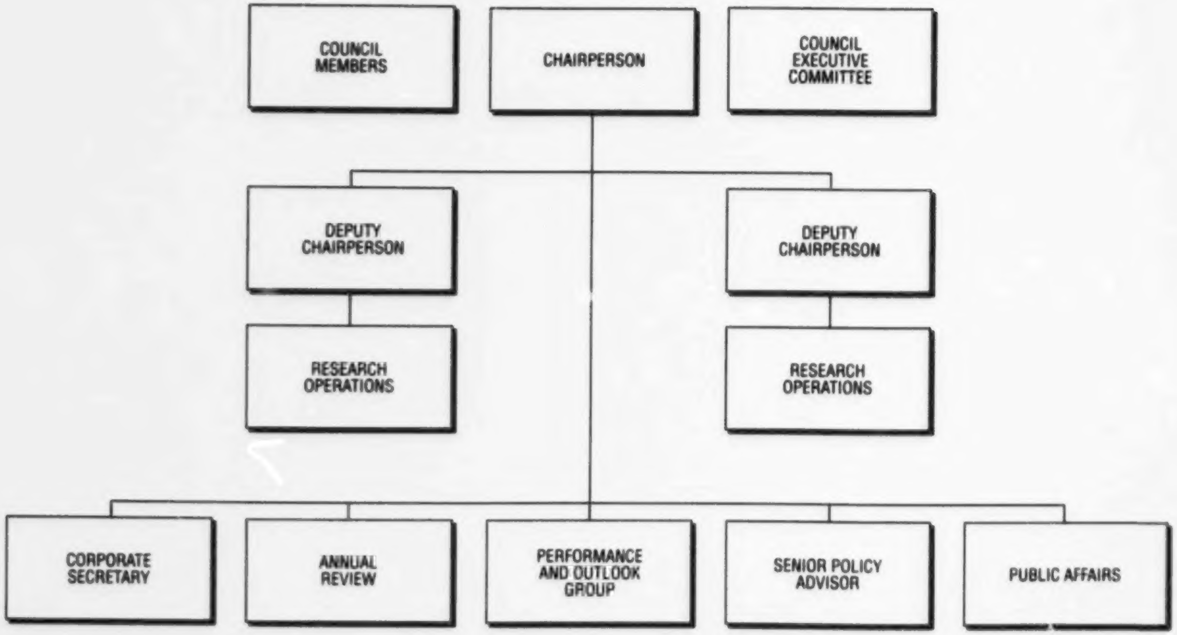
Regional Offices

None

Parliamentary Committee

Standing Committee on Finance

Economic Council of Canada


COUNCIL MEMBERS
CHAIRPERSON
COUNCIL EXECUTIVE COMMITTEE
DEPUTY CHAIRPERSON
DEPUTY CHAIRPERSON
RESEARCH OPERATIONS
RESEARCH OPERATIONS
CORPORATE SECRETARY
ANNUAL REVIEW
PERFORMANCE AND OUTLOOK GROUP
SENIOR POLICY ADVISOR
PUBLIC AFFAIRS

Federal-Provincial Relations Office

Legal Title
Office of the Secretary of the Cabinet
for Federal-Provincial Relations

Head Office
Postal Station B
3rd Floor, Room 309
59 Sparks Street
Ottawa, Ontario
K1A 0A3

General Inquiries
(613) 957-5302

Minister
Prime Minister
Minister of State (Federal-Provincial Relations)

Principal Officers

Secretary to the Cabinet	– Vacant
Deputy Secretary Intergovernmental Affairs	– Scott Serson
Deputy Secretary Constitutional Development	– Vacant

Historical Background

For some years before the creation of this office, the functions were carried out by a division in the Privy Council Office. It was this division which was reconstituted as the Federal-Provincial Relations Office when the Office was established in 1975 by *An Act Respecting the Office of the Secretary of the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council.*

Overall Responsibilities

The Federal-Provincial Relations Office provides information and advice to the Prime Minister and Cabinet on the federal-provincial aspects of federal government policies. In particular, it:

- formulates appropriate long-term policy relating to the management of the Federation, constitutional change and reform of governmental institutions;
- provides information and analyses relating to the current state of federal-provincial relations and on emerging issues which require development of appropriate policies;
- ensures that a federal-provincial perspective is brought to bear in the development of social and economic policies and programs at the federal level;
- provides advice on aboriginal constitutional matters, and maintains effective relations with representatives of aboriginal peoples, provincial and territorial governments and federal departments with respect to aboriginal issues;
- provides administrative support and co-ordinates preparation and development of policy proposals for federal participation in First Ministers' Conferences;
- co-ordinates preparations for the Prime Minister's bilateral and multilateral meetings with his or her provincial counterparts; and
- provides advice and services to the Minister of State (Federal-Provincial Relations) and support for his or her duties and tasks as Chairperson of the Federal-Provincial Relations Cabinet Committee and as a member of the following Cabinet Committees: Priorities and Planning and Operations.

Organization and Programs

The Federal-Provincial Relations Office is organized into two divisions. Each is headed by a Deputy Secretary to the Cabinet.

Intergovernmental Affairs

This Division groups together the following three secretariats:

- Economic Policy and Programs (EPPS);
- Social Policy and Programs (SPPS); and
- Liaison and Integration (L&I)

The secretariats of this division deal with on-going economic, social and other non-constitutional federal-provincial issues and provide liaison with key provincial central agency and program department officials.

Constitutional Development

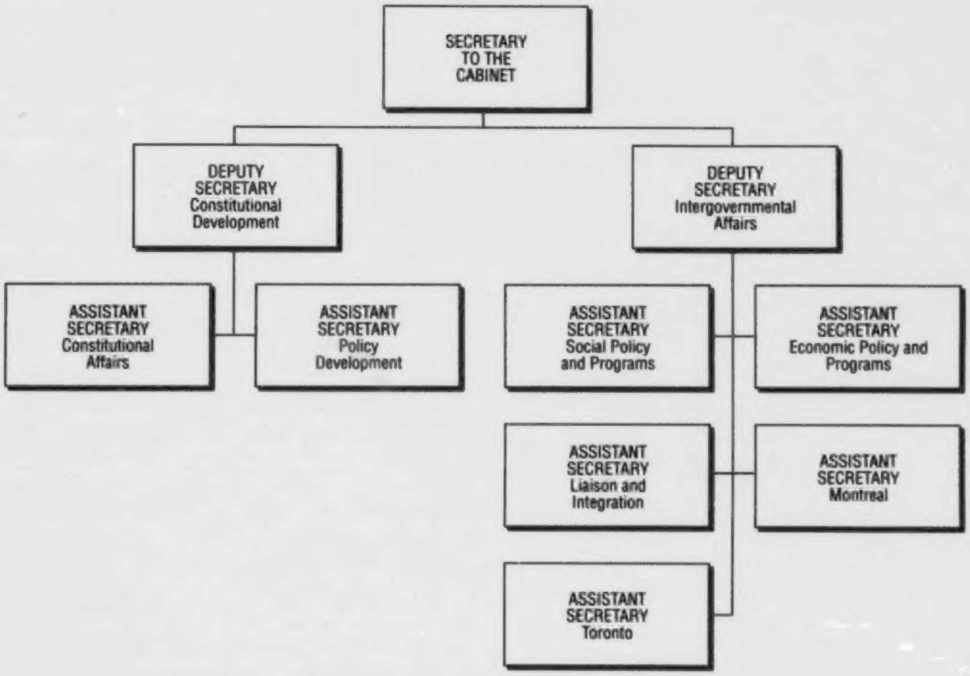
Two secretariats handle this Division's responsibilities.

- Constitutional Affairs looks after all aspects of constitutional reform, including annual First Ministers' Conferences on the constitution, and further work on aboriginal constitutional matters, including entrenchment of self-government rights;
- Policy Development focusses on long-term policy development concerning national unity and the evolution of the federation.

Regional Offices

Toronto
Montreal

Federal-Provincial Relations Office


SECRETARY TO THE CABINET
DEPUTY SECRETARY Constitutional Development
DEPUTY SECRETARY Intergovernmental Affairs
ASSISTANT SECRETARY Constitutional Affairs
ASSISTANT SECRETARY Policy Development
ASSISTANT SECRETARY Social Policy and Programs
ASSISTANT SECRETARY Economic Policy and Programs
ASSISTANT SECRETARY Liaison and Integration
ASSISTANT SECRETARY Montreal
ASSISTANT SECRETARY Toronto

Security Intelligence Review Committee

Head Office
365 Laurier Avenue West, 14th Floor
Ottawa, Ontario
K1P 5K2

Mailing Address
P.O. Box 2430, Station D
Ottawa, Ontario
KIP 5W5

General Inquiries
(613) 990-8441

Minister
Prime Minister

Principal Officers

Chairperson	– The Honourable John W.H. Bassett, P.C.
Members	– The Honourable Saul M. Cherniack, P.C., Q.C. The Honourable Jean Jacques Blais, P.C., Q.C. The Honourable Paule Gauthier, P.C., Q.C. The Honourable Stewart S. McInnes, P.C., Q.C.

Historical Background

The Security Intelligence Review Committee was created, in 1984, under the provisions of the *Canadian Security Intelligence Service Act*.

Overall Responsibilities

The Committee acts on behalf of all Canadians as the external review mechanism for the Canadian Security Intelligence Service (CSIS). It considers complaints about activities of CSIS and acts as an appeal tribunal for all disputes about security clearances involving federal employees or those who wish to provide goods or services to the federal government. The Committee also investigates reports from the Secretary of State, the Minister of Employment and Immigration and the Human Rights Commission.

Organization and Programs

The Committee has four distinct functions.

Review Function

The Committee

- reviews all reports from the Director of CSIS to the Minister and all certificates of the Inspector General;
- reviews the directives issued to CSIS by the Solicitor General;
- reviews arrangements entered into by CSIS with foreign and provincial agencies and police forces;
- monitors the exchange of information under such arrangements;
- reviews all reports or comments made under the Act to the Attorney General of Canada by the Solicitor General;
- monitors any request made to CSIS by the Minister of National Defence or the Secretary of State for External Affairs;
- reviews all CSIS internal regulations and policies;
- compiles and analyses statistics on the operational activities of CSIS;
- arranges for reviews of specific CSIS activities to be conducted by CSIS or by the Inspector General, or conducts such reviews itself; and
- reviews the general performance of CSIS in carrying out its duties.

Complaint Function Regarding CSIS

The Committee investigates complaints made by any person with respect to any act or thing done by the Service. These complaints cannot be trivial, must not be covered by any other grievance procedure and must be submitted first to the Director of CSIS.

Complaint Function Regarding Security Clearances

This Committee considers and reports on any matter having to do with federal security clearances. This includes situations where a denied security clearance results in:

- an individual being dismissed, demoted, transferred or turned down for promotion;
- an individual not receiving a contract to provide goods or services the Government of Canada.

It also investigates complaints from individuals who have been denied a security clearance.

Investigation of Reports

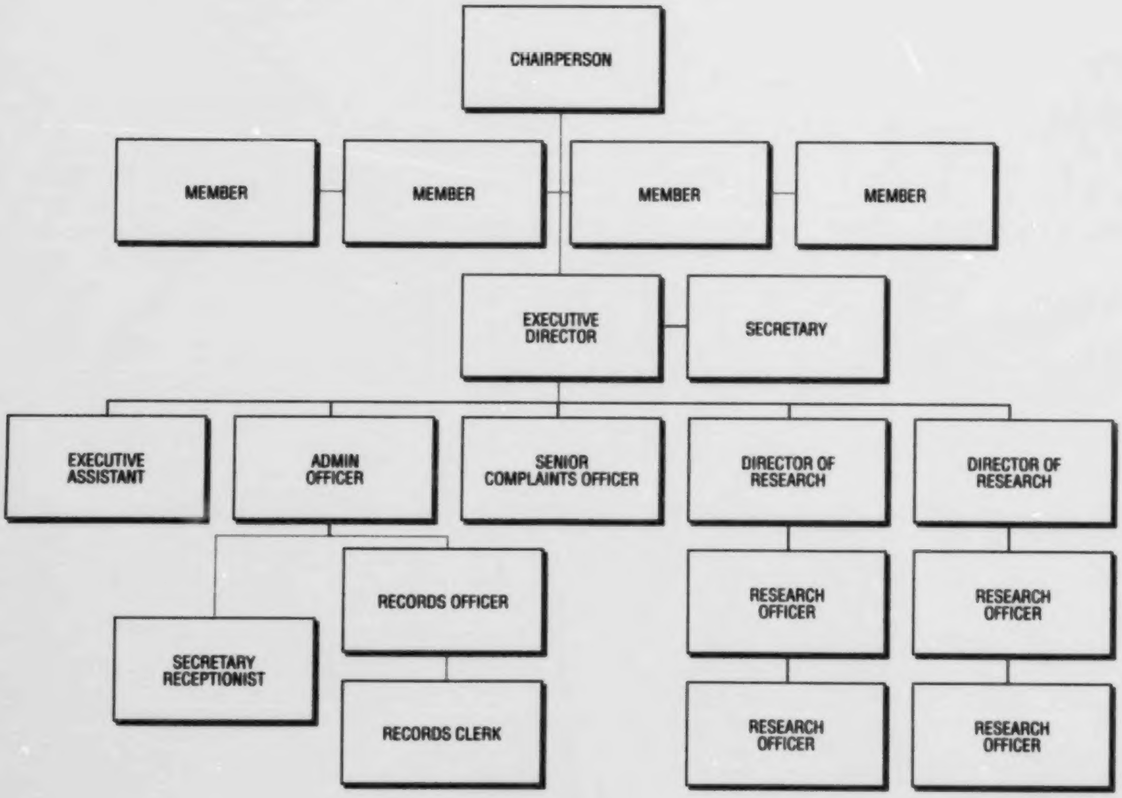
All cases under the *Human Rights Act*, the *Citizenship Act* and the *Immigration Act*, which have to do with national security, are automatically reviewed by the Committee before the government takes any action authorized by these statutes.

Regional Offices
None

Parliamentary Committee
Justice and the Solicitor General

Statute
The Canadian Security Intelligence Service Act

Security Intelligence Review Committee


CHAIRPERSON
MEMBER
MEMBER
MEMBER
MEMBER
EXECUTIVE DIRECTOR
SECRETARY
EXECUTIVE ASSISTANT
ADMIN OFFICER
SENIOR COMPLAINTS OFFICER
DIRECTOR OF RESEARCH
DIRECTOR OF RESEARCH
RECORDS OFFICER
SECRETARY RECEPTIONIST
RECORDS CLERK
RESEARCH OFFICER
RESEARCH OFFICER
RESEARCH OFFICER
RESEARCH OFFICER

Privy Council Office*

*Note that it is important to distinguish between the Privy Council, which is the formal advisory body to the Crown (described in the section on the Executive), and the Privy Council Office, which is the Prime Minister's public service department and the Cabinet's secretariat.

Head Office

Langevin Block
80 Wellington Street
Ottawa, Ontario
K1A 0A3

General Inquiries

(613) 992-4211

Minister(s)

Prime Minister

For purposes of the Estimates, the Privy Council Office provides administrative support to the following Ministers whose responsibilities are linked to those of the Prime Minister.

Deputy Prime Minister and the President of the Queen's Privy Council for Canada
Leader of the Government in the Senate and Minister of State (Federal-Provincial Relations)
Minister of State and Leader of the Government in the House of Commons

Principal Officers

Clerk of the Privy Council and Secretary to the Cabinet	– Paul M. Tellier
Associate Secretary to the Cabinet and Deputy Clerk of the Privy Council (Senior Advisor Personnel Management)	– Daniel Bevis Dewar
Deputy Clerk, Security and Intelligence, and Counsel	– Ward P.D. Elcock
Deputy Secretary to the Cabinet, Operations	– Ray Protti
Deputy Secretary to the Cabinet, Plans	– Robert Wright

Historical Background

On 1 July 1867, the Clerk of the Executive Council of the Province of Canada was appointed Clerk of the Privy Council. The small staff which had been under his direction remained with him in his new capacity.

Originally, the main function of the Privy Council Office was to assist the President of the Privy Council, who was almost always also the Prime Minister, with the transaction of the Council's business. This included drafting the formal proceedings of council (orders and minutes), swearing in ministers and civil servants, and maintaining formal records.

In 1940, the new Clerk of the Privy Council was appointed Secretary to the Cabinet. This appointment founded the modern Privy Council Office (PCO). For the first time, the work of the Cabinet, as opposed to the formal work of the Governor in Council, was organized and supported by officials. Since that time, the Cabinet and its committees have been provided with a system of records and support under the direction of the Clerk of the Privy Council and Secretary to the Cabinet.

The modern Privy Council Office is under the direct authority of the Prime Minister. From 1940 to 1962, and indeed for much of the period stretching back to Confederation, the Prime Minister was also President of the Privy Council. Since 1962, the Prime Minister has transferred the Presidency of the Council to other Ministers, but the responsibility for the Privy Council Office has remained with the Prime Minister.

Overall Responsibilities

The Privy Council Office supports both the Prime Minister and Cabinet.

It assists the Prime Minister in ensuring the overall effective conduct of the government, by providing non-partisan advice on:

- the organization of the government and its relationships with Parliament, the Crown and other institutions;
- the delineation of responsibilities among ministers;
- senior appointments, including deputy ministers and heads of agencies; and
- matters for which the Prime Minister has a particular concern, such as national security.

It supports the Prime Minister's power to organize Cabinet by providing:

- advice on the formation and structure of Cabinet and the Cabinet decision-making process; and
- secretariat support to the Cabinet, its committees and their chairpersons.

It assists the Prime Minister in his other responsibility to provide leadership and direction to the government by providing co-ordination and advice on:
- government priorities;
- the strategic handling of governmental issues; and
- government policies.

The Privy Council office has a special responsibility to ensure the continuity of government. This includes facilitating changes of government and briefing newly appointed ministers.

Organization and Programs

The Privy Council Office is divided into two main branches and other special purpose units.

Operations

This Branch provides policy advice to the Prime Minister and assists Cabinet, its policy committees and various ad hoc committees. These committees are supported by the following secretariats:
- Economic and Regional Development Policy
- Social Development Policy
- Foreign and Defence Policy
- Government Operations and Labour Relations
- the Assistant Clerk (orders-in-council)

Plans

In addition to ensuring that the Prime Minister is advised on matters of strategic policy and priorities, government organization, ministerial mandates and the Cabinet decision-making system, this Branch supports Cabinet's co-ordinating committees. These include Priorities and Planning, Operations, Expenditure Review, and Communications. The support is provided by the following secretariats:
- Priorities and Planning
- Machinery of Government
- Communications

Security and Intelligence, Counsel

This Unit advises the Prime Minister and assists the Cabinet Committees on Security and Intelligence and Legislation and House Planning. Support is provided by the following secretariats:
- Security and Intelligence
- Legislation and House Planning/Counsel

Senior Personnel

Advice and support is provided to the Prime Minister, with respect to Governor in Council appointments, by the Associate Secretary and Deputy Clerk (Senior Advisor Personnel Management), with the assistance of the Senior Personnel Management Secretariat.

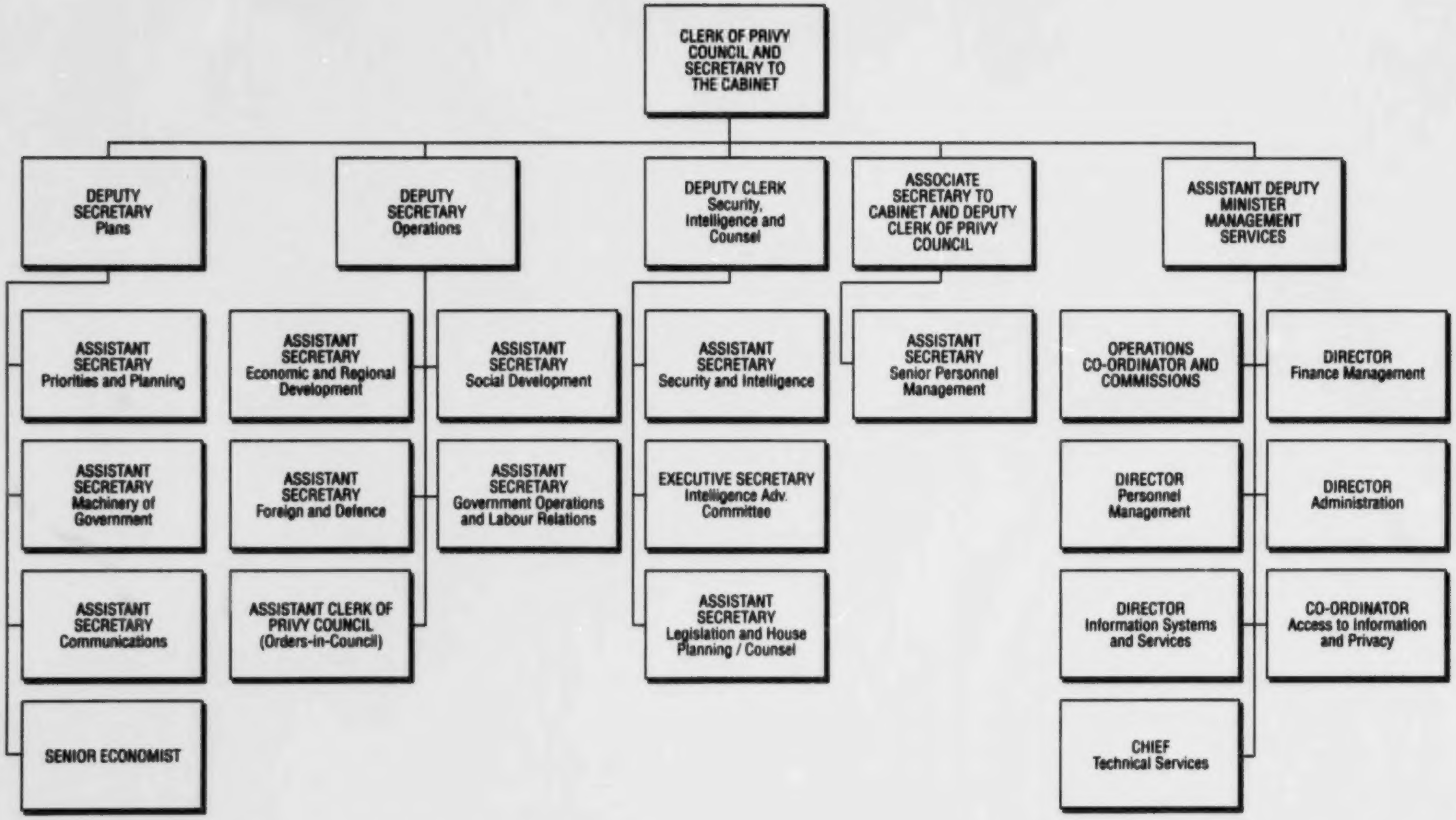
Regional Offices

None

Statutes

Constitution Acts
Economic Council of Canada Act
Governor General's Act
Inquiries Act
Ministries and Ministries of State Act
Official Languages Act
Public Service Rearrangement and Transfer of Duties Act
Royal Style and Titles Act
Salaries Act

Privy Council Office


CLERK OF PRIVY COUNCIL AND SECRETARY TO THE CABINET
DEPUTY SECRETARY Plans
DEPUTY SECRETARY Operations
DEPUTY CLERK Security, Intelligence and Counsel
ASSOCIATE SECRETARY TO CABINET AND DEPUTY CLERK OF PRIVY COUNCIL
ASSISTANT DEPUTY MINISTER MANAGEMENT SERVICES
ASSISTANT SECRETARY Priorities and Planning
ASSISTANT SECRETARY Machinery of Government
ASSISTANT SECRETARY Communications
SENIOR ECONOMIST
ASSISTANT SECRETARY Economic and Regional Development
ASSISTANT SECRETARY Foreign and Defence
ASSISTANT CLERK OF PRIVY COUNCIL (Orders-in-Council)
ASSISTANT SECRETARY Social Development
ASSISTANT SECRETARY Government Operations and Labour Relations
ASSISTANT SECRETARY Security and Intelligence
EXECUTIVE SECRETARY Intelligence Adv. Committee
ASSISTANT SECRETARY Legislation and House Planning / Counsel
ASSISTANT SECRETARY Senior Personnel Management
OPERATIONS CO-ORDINATOR AND COMMISSIONS
DIRECTOR Personnel Management
DIRECTOR Information Systems and Services
CHIEF Technical Services
DIRECTOR Finance Management
DIRECTOR Administration
CO-ORDINATOR Access to Information and Privacy

Canadian Transportation Accident Investigation and Safety Board

Head Office
Place du Centre, 4th Floor
200 Promenade du Portage
Hull, Quebec

Mailing Address
P.O. Box 9120, Alta Vista Terminal
Ottawa, Ontario
K1G 3T8

General Inquiries
(819) 994-3741

Minister
President of the Queen's Privy Council for Canada.

Principal Officers
Chairperson – John W. Stants
Members – Gerald E. Bennett
Zita Brunet
Wilfred R. DuPont
Hugh M.D. MacNeil
Executive Director – Ken Johnson

Historical Background

The Canadian Transportation Accident Investigation and Safety Board Act received Royal Assent on 29 June 1989 and came into effect on 29 March 1990. This Transportation Safety Board replaces the Canadian Aviation Safety Board, the Rail and Pipeline Investigation Unit from the National Transportation Agency and the Marine Casualty Investigation Unit from Transport Canada.

Overall Responsibilities

The Transportation Safety Board has exclusive jurisdiction to investigate transportation occurrences in civil aviation, marine, rail and commodity pipeline modes of transportation.

The Board consists of a maximum of five members, one of whom is appointed chairperson and chief executive officer of the Board.

The object of the Transportation Safety Board is to advance transportation safety by:
- conducting independent investigations or public inquiries into transportation occurrences to find their causes and contributing factors;
- reporting publicly on its investigations, public inquiries and related findings;
- identifying safety deficiencies;
- making recommendations designed to eliminate or reduce safety deficiencies; and
- initiating and conducting special investigations on matters pertaining to safety in transportation.

While it is not the function of the Board to assign fault or determine civil or criminal liability, the Board will report fully on the causes and contributing factors of a transportation occurrence. The findings of the Board are not binding on the parties to any legal, disciplinary or other proceedings.

Organization and Programs

While the organizational structure of the Board has not been finalized at the time of publication, it is expected that programs will include:
- investigation of transportation occurrences;
- conduct of public inquiries into transportation occurrences and of transportation safety related problems; and
- conduct of transportation safety studies.

Regional Offices

The Transportation Safety Board is in the process of amalgamating its regional offices and the addresses and telephone numbers are subject to change.

Transportation Safety Board (Marine)
Ground Floor
Bally Rou Place
280 Torbay Road
St. John's Newfoundland
A1A 3W8
(709) 772-4008

Transportation Safety Board (Marine)
West Tower, Suite 200
46 Portland Street
Dartmouth, Nova Scotia
B2Y 4H3
(902) 426-2348

Transportation Safety Board (Rail/Pipeline)
770 Main Street
10th Floor, Room 1028
Moncton, New Brunswick
E1C 9L5
(506) 851-7179

Transportation Safety Board (Aviation)
175 Edinburgh Drive
Moncton, New Brunswick
E1E 2K9
(506) 851-7141

Transportation Safety Board (Marine)
112, Dalhousie Street, Suite 003
Québec, Quebec
G1K 4C1
(418) 648-3576

Transportation Safety Board (Aviation, Rail/Pipeline)
185 Dorval Avenue, Suite 403
Dorval, Quebec
H9S 5J9
(514) 633-3246

Transportation Safety Board
Engineering Lab
Building U-100, Uplands Airport
P.O. Box 9120, Alta Vista Terminal
Ottawa, Ontario
K1G 3T8
(613) 998-8230

Transportation Safety Board (Aviation)
5075 Yonge Street, 8th Floor
Willowdale, Ontario
M2N 6C6
(416) 224-3445

Transportation Safety Board (Marine)
P.O. Box 66, Postal Station Q
Toronto, Ontario
M4T 2L7
(416) 973-1518

Transportation Safety Board (Rail/Pipeline)
Government of Canada Building
200 Town Centre Court, Suite 218
Scarborough, Ontario
M1P 4X8
(416) 973-6791

Transportation Safety Board (Aviation)
355 - 550 Century Street
Winnipeg, Manitoba
R3H 0Y1
(204) 983-8026

Transportation Safety Board (Rail/Pipeline)
702 - 433 Main Street
Winnipeg, Manitoba
R3B 1B3
(204) 983-7293

Transportation Safety Board (Aviation, Rail/Pipeline)
14220 Yellowhead Trail, Suite 12
E[illegible]onton, Alberta
T[illegible]C2
(4[illegible]3) 495-3865

Transportation Safety Board (Rail/Pipeline)
4555 Rundleville Drive NE
Calgary, Alberta
T1Y 2S5
(403) 292-4845

Transportation Safety Board (Aviation)
3071 Number Five Road, Unit 8
Richmond, British Columbia
V6X 2T4
(604) 666-5826

Transportation Safety Board (Marine)
Kapilano 100 Building, Room 109
100 Park Royal South
West Vancouver, British Columbia
V7T 1A2
(604) 666-4956

Transportation Safety Board (Rail/Pipeline)
Royal Center, Suite 1715
1055 West Georgia Street
Vancouver, British Columbia
V6E 3P3
(604) 666-1998

Parliamentary Committees

House of Commons Standing Committee on Transport
Senate Standing Committee on Transport and Communications

Statute

Canadian Transportation Accident Investigation and Safety Board Act

Northern Pipeline Agency Canada

Legal Title
Northern Pipeline Agency

Head Office
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

General Inquiries
(613) 993-7466

Minister
President of the Queen's Privy Council for Canada

Principal Officers

Commissioner	– Donald W. Campbell
Administrator and Designated Officer	– Kenneth W. Vollman
Comptroller	– C.F. Gilhooly

Historical Background

The Northern Pipeline Agency (NPA) was established in 1977, under the *Northern Pipeline Act*.

Overall Responsibilities

The Agency oversees the planning and construction, in Canada, of the Alaska Highway Natural Gas Pipeline to prevent or minimize adverse socio-economic and environmental impacts and to maximize economic and industrial benefits. The pipeline has been approved by Canadian and U.S. authorities to transport Arctic gas from both countries to southern markets. As a first stage, construction of the Eastern and Western legs was completed in 1982. These two lines currently transport Canadian gas exports to markets in the mid-western States and California.

Organization and Programs

Plans for the second stage of the pipeline to provide access to U.S. gas reserves at Prudhoe Bay on the North Slope of Alaska were suspended indefinitely in 1982 as a result of a deterioration in market conditions in the lower 48 states. Subsequently, the Agency's operational office in Calgary and other field offices in B.C. and Yukon were closed down. The responsibilities of the NPA are currently carried out by a small staff at the Ottawa headquarters with the assistance of technical expertise made available as required by staff of the National Energy Board.

Regional Offices

None

Parliamentary Committees

House of Commons Standing Committee on Energy, Mines and Resources

Senate Special Committee on the Northern Gas Pipeline

Statutes

Northern Pipeline Act

Public Service Commission of Canada

Legal Title
Public Service Commission

Head Office
L'Esplanade Laurier Building
West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7

General Inquiries
(613) 992-9566
Media Relations:
French (613) 992-9563
English (613) 992-9566
Employment Information: (613) 996-8436
Public Affairs Directorate: (613) 996-1208

Minister
The Secretary of State of Canada

Principal Officers

Chairperson	– Huguette Labelle
Commissioners	– Gilbert H. Scott Vacant
Secretary General and Executive Director, Executive Secretariat and Corporate Management	– Mary J. Murphy
Executive Directors	
Staffing Programs	– Ercel Baker
Training Programs	– Lynne Pearson
Appeals and Investigations	– Robert Cousineau
Director, Public Affairs	– Stephen Boissonneault

Historical Background

The Civil Service Commission was established in 1908. The *Public Service Employment Act* of 1967 changed the name to the Public Service Commission.

Overall Responsibilities

The Public Service Commission of Canada is a politically independent agency, accountable to Parliament for the administration of the *Public Service Employment Act* (PSEA).

The PSEA governs all staffing in the public service and gives the Commission exclusive authority to make appointments in all government departments and agencies except for the few that have separate staffing authority under specific legislation. Also the *Public Service Employment Act* enables the Commission to delegate to departments and agencies its exclusive authority to make appointments.

The objective of the Commission is to assist in the maintenance of a competent public service by ensuring that the best qualified persons are recruited to or promoted within the public service, that qualified employees are deployed to meet operational requirements and that certain training services are provided on behalf of the Treasury Board.

Expressed briefly, the Commission's mandate and activities focus on the following areas:

- the application of merit in the selection of qualified individuals for the federal public service;
- the audit and monitoring of staffing activities;
- the provision of avenues of recourse to public servants and public service applicants regarding alleged irregularities in staffing processes and employment-related complaints;
- the improvement of occupational competence of employees, including their performance in their second official language;
- the promotion of equitable representation and participation of all sectors of Canadian society in the public service; and
- the administration of sections 32, 33 and 34 of the *Public Service Employment Act* pertaining to political rights of public servants.

The Public Service Commission has also been entrusted with responsibilities that are not exclusively within its domain but are carried out under delegation of authority from the Treasury Board of Canada. These include aspects of middle management functions, supervisory and specialty training, language training, human resource planning (including workforce adjustment), management of the Management Category, participation of under-represented groups and audit of some personnel management functions. Lastly, under an order-in-council, the Commission investigates complaints of personal harassment.

Organization and Programs

Operational requirements of departments and agencies vary significantly depending on their mandate, size, geographical dispersal and other factors. While respecting its service-wide responsibility, the Commission takes into account the diversity and specific needs of departments and agencies in its delivery of programs. The Commission delegates full authority for all aspects of the staffing process for 69 percent of all appointments. It has however retained those areas best overseen centrally. For example, the Commission has a major impact on 28 percent of appointments through the recruitment and referral of candidates in open competition and the placement of persons with staffing priority entitlement. For recruitment to, and promotion within the Management Category, the Commission retains full authority. The Commission develops the policies, procedures and programs that shape staffing in the public service, and audits and monitors the conduct of delegated staffing.

Commission services are grouped into five program activities.

Staffing Programs

This program area establishes staffing policies and programs for staffing in accordance with the Act and Regulations. It also:

- recruits and refers candidates from outside the public service;
- performs those staffing activities not delegated to departments;
- is involved in the redeployment of priority persons under the PSC's Priorities Administration System;
- is responsible for the recruitment and appointment of the members of the Management Category;
- carries out career and succession planning and career counselling for members of and aspirants to the category;
- oversees staffing activities of departments;
- monitors staffing trends and developments across the public service;
- performs human resource analysis and other activities on behalf of the Treasury Board Secretariat;
- sets language standards and tests the language skills of candidates for and incumbents of bilingual positions; and
- manages a number of special employment equity programs.

Appeals and Investigations

In this area, independent boards are established to hear appeals brought by public servants against alleged breaches of the Act and Regulations in such matters as appointment, promotion, demotion and release. It handles complaints from employees alleging personal harassment or unfair treatment in the workplace and investigates complaints of questionable staffing practices brought to its attention by any source.

Audit

Cyclical audits of departments are carried out to ensure that the staffing activities are conducted in accordance with the PSEA and regulations as well as with PSC staffing policies and procedures. In addition, examination of other personnel management functions are carried out on behalf of the Treasury Board.

Training Programs

These programs provide middle-managerial, supervisory, professional and technical training and services to improve the occupational performance of public servants across Canada. They also provide departments and agencies with a range of services related to training including mandatory and discretionary language training.

Administration

This area encompasses corporate policy and strategic planning, management systems and policies, internal audit and program evaluation, financial and personnel administration, electronic data processing and other administrative and support services for the Commission. It also includes the activities performed by the offices of the Chairperson and Commissioners and Legal Services.

Regional Offices

Atlantic
Brunswick Building
7th Floor
1888 Brunswick Street
Halifax, Nova Scotia
B3J 1M8
(902) 426-2171

Quebec
8th Floor, West Tower
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-6315

Ontario
1 Front Street West, 3rd Floor
Toronto, Ontario
M5G 2R5
(416) 973-3131

Manitoba and Saskatchewan
Revenue Canada Building, 4th Floor
391 York Avenue
Winnipeg, Manitoba
R3C 4G8
(204) 983-2166

Alberta and the Northwest Territories
Canada Place, Suite 830
9700 Jasper Avenue
Edmonton, Alberta
T5J 4G3
(403) 495-3144

Pacific and Yukon
757 West Hastings Street, Suite 500
Vancouver, British Columbia
V6C 3G5
(604) 666-0696

National Capital Regional Office
Vanguard Building, 7th Floor
171 Slater Street
Ottawa, Ontario
K1A 0M7
(613) 996-8118

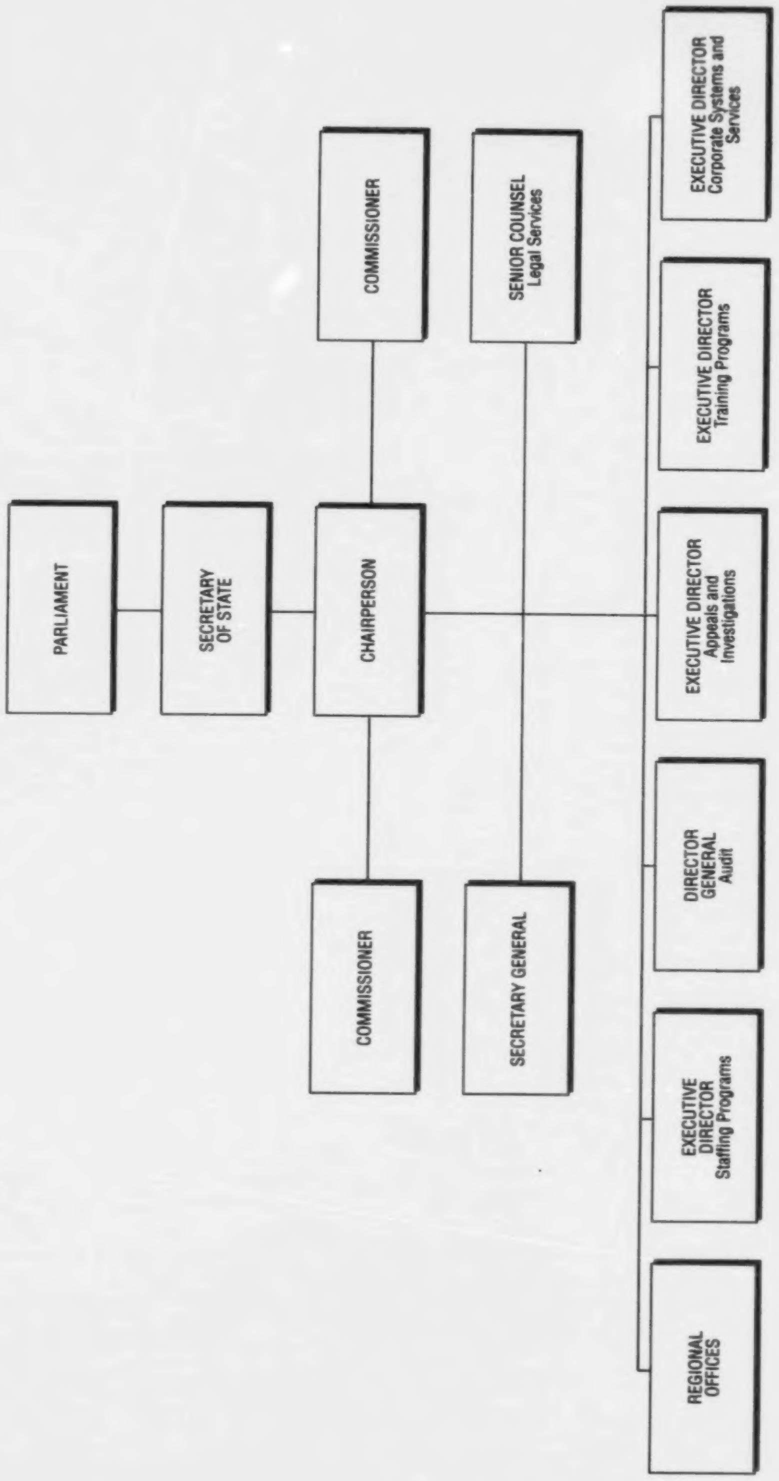
Parliamentary Committees

Government Operations
Public Accounts
Official Languages
Regulatory Scrutiny

Statutes

Public Service Employment Act
Public Service Staff Relations Act
Public Service Superannuation Act

Public Service Commission of Canada


PARLIAMENT
SECRETARY OF STATE
CHAIRPERSON
COMMISSIONER
COMMISSIONER
SENIOR COUNSEL Legal Services
SECRETARY GENERAL
REGIONAL OFFICES
EXECUTIVE DIRECTOR Staffing Programs
DIRECTOR GENERAL Audit
EXECUTIVE DIRECTOR Appeals and Investigations
EXECUTIVE DIRECTOR Training Programs
EXECUTIVE DIRECTOR Corporate Systems and Services

Public Service Staff Relations Board

Head Office
C.D. Howe Building
West Tower, 6th Floor
240 Sparks Street
Ottawa, Ontario

Mailing Address
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5V2

General Inquiries
(613) 990-1804

Minister
President of the Queen's Privy Council for Canada

Principal Officers

Chairperson	– Ian Deans
Vice-Chairperson	
Deputy Chairpersons	– P. Chodos G. D'Avignon M. Korngold Wexler
Board Members	– T.W. Brown M.-M. Galipeau J. Galipeault D. Kwavnick T.O. Lowden R. Young
General Counsel	– J.E. McCormick
Secretary/Registrar	– G.E. Plant
Director, Mediation Services	– N. Bernstein
Director, Administration	– L. Labrecque
Executive Director, Pay Research Bureau	– J.T. Cunningham
General Secretary, National Joint Council of the Public Service of Canada	– D.S. Davidge

Historical Background

The Public Service Staff Relations Board was established in 1967 by the *Public Service Staff Relations Act*. In 1968, the Board was declared to be a separate employer under the provisions of the Act.

Overall Responsibilities

The Public Service Staff Relations Board is a quasi-judicial, statutory tribunal responsible for collective bargaining and grievance adjudication established under the *Public Service Staff Relations Act* and the *Parliamentary Employment and Staff Relations Act*. In addition, it administers certain provisions of the Canada Labour Code concerning occupational safety and health applicable to employees in the public service. The Board consists of a Chairperson, Vice-Chairperson, not less than three Deputy Chairpersons and some other full-time and part-time members.

Proceedings before the Board include:
- applications for certification;
- revocation of certification;
- complaints of unfair labour practices;
- designation of persons employed in a managerial or confidential capacity;
- designation of employees who are required to perform their duties in the interest of safety and security of the public; and
- references of safety officers decisions and complaints under the safety and health provisions of the Canada Labour Code.

The heaviest volume of cases concern the interpretation or application of collective agreement provisions or major disciplinary action. Through its mediation services, the Board helps the parties to resolve negotiation and other disputes. In many cases this is done without requiring formal proceedings before the Board.

The Board also provides office facilities and administrative support to the National Joint Council, a consultative body representing both the government and its employees. It serves as a forum and a mechanism for the negotiation of terms and conditions of employment that do not lend themselves to unit-by-unit bargaining.

Pay Research Bureau
This Bureau conducts research on rates of pay, benefits and conditions of employment for employees in the public service. it also carries out similar activities for groups excluded from that process.

The Pay Research Bureau receives advice from the Advisory Committee on Pay Research, a body composed of representatives of employers and bargaining agents under the jurisdiction of the Act.

Regional Offices

None

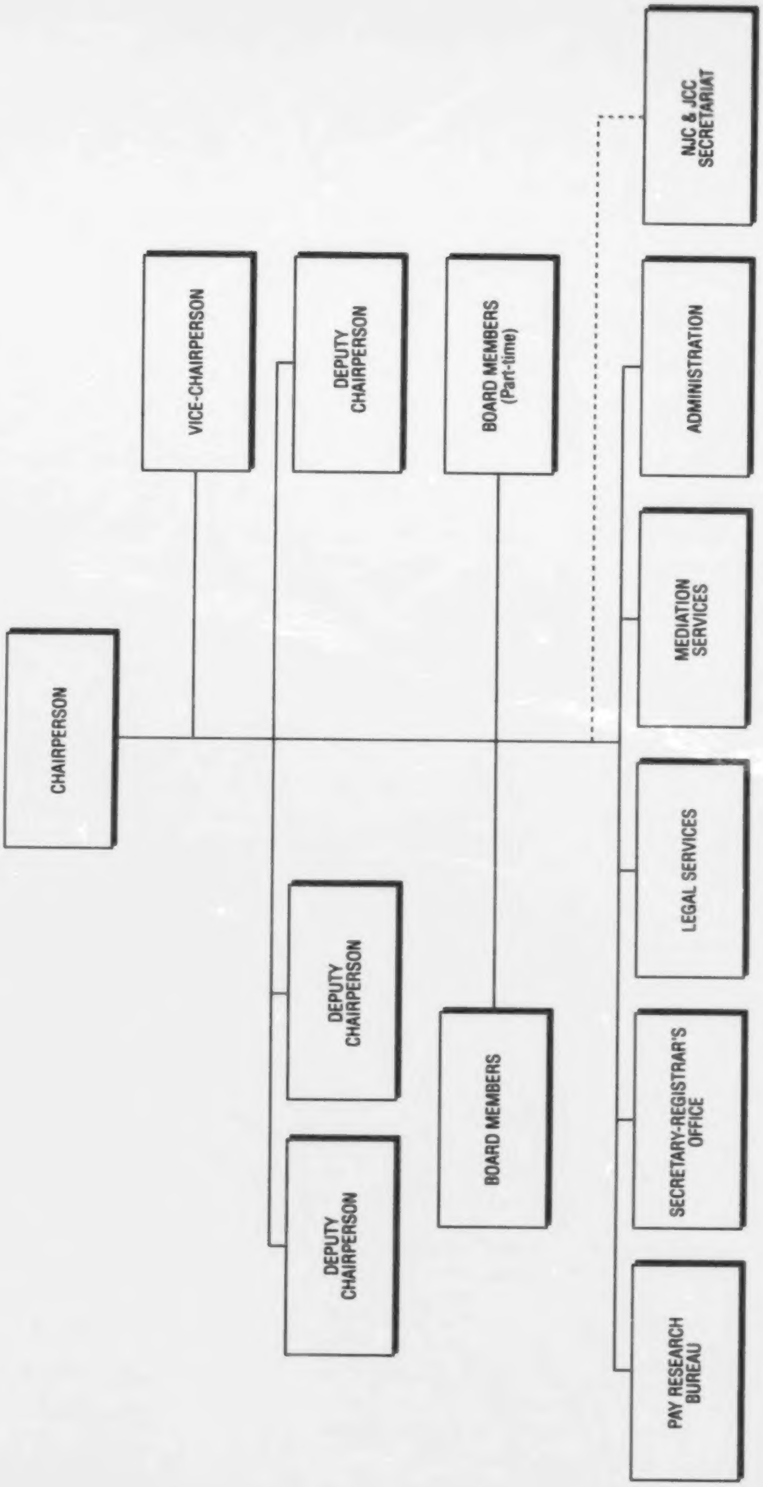
Parliamentary Committee

Standing Committee on Consumer and Corporate Affairs and Government Operations

Statutes

Public Service Staff Relations Act
Parliamentary Employment and Staff Relations Act

Public Service Staff Relations Board


CHAIRPERSON
VICE-CHAIRPERSON
DEPUTY CHAIRPERSON
DEPUTY CHAIRPERSON
DEPUTY CHAIRPERSON
BOARD MEMBERS (Part-time)
BOARD MEMBERS
NJC & JCC SECRETARIAT
ADMINISTRATION
MEDIATION SERVICES
LEGAL SERVICES
SECRETARY-REGISTRAR'S OFFICE
PAY RESEARCH BUREAU

Public Works Canada

Legal Title
Department of Public Works

Head Office
Sir Charles Tupper Building
Confederation Heights
Ottawa, Ontario
KIA 0M2

General Inquiries
(613) 736-2400
(613) 736-2027 (Corporate Communications)

Minister
Minister of Public Works

Principal Officers

Deputy Minister	– R.J. Giroux
Senior Assistant Deputy Minister Corporate Management	– B.J. Veinot
Senior Assistant Deputy Ministers	
Accommodation	– P. Letellier
Realty	– R.S. Lafleur
Architectural and Engineering Services	– N. Freeman
Human Resources	– L. Potvin
Directors General	
Audit and Evaluation	– B. Kierczak
Corporate Communications	– T. Keleher
Atlantic Region	– G.R. Westland
Quebec Region	– G. Wolfe
National Capital Region	– G. Matthieu
Ontario Region	– S. Borup
Western Region	– E.K. Bauckman
Pacific Region	– N.M. Hoyt

Historical Background

Public Works Canada, one of the oldest federal departments, was created in 1841 as a Board of Works. At Confederation, under the *Public Works Act*, the Department was responsible for navigable waterways, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, railways and public buildings.

Overall Responsibilities

Today, Public Works Canada is responsible for federal offices and other real property needs. It offers advice and services in the provision, management, operation and disposal of federal real property at market-based rates.

The Department has focussed on two major roles: custodian and service agent.

As custodian, the Department is responsible for the administration, charge and control of the federal government's general purpose office accommodation, together with certain bridges, highways, dry docks, dams and the Parliamentary Precinct.

As service agent, the Department provides the federal government with architectural and engineering services, real estate services and property management services all at market-based rates.

Organization and Programs

A revised program activity structure was introduced for 1989-1990 which groups Public Works Canada activities into three programs.

Services Program

This Program provides a wide range of professional and technical services in three specific areas. Requirements are set out in specific service agreements. Responsibilities include:

- Realty Services, required by the government, such as the acquisition, leasing, letting, development, surveying, management, operation, maintenance, repair and disposal of real property;
- Architectural and Engineering Services for the planning, design, construction and project management of federal buildings and marine, land and air transportation facilities. These services can also include: evaluation studies, investigations and related activities, dredging of waterways, channel obstruction clearance and hydrographic surveys; and
- Corporate and Administrative Services for executive direction, corporate management and general administrative services. These include: financial, informatics, administrative, safety and security, corporate communications, program evaluations, audit and ministerial services.

Real Property Program

This Program manages a diverse portfolio of office and other general-purpose real property to accomodate federal tenants and to optimize the government's investment in facilities. The Program's responsibilities include:

- Program Co-ordination of policy and operational advice to the Minister and departmental executive;

- Office Facilities for the appropriate and safe accommodation of federal tenants and agencies and the optimization of federal investments in buildings;
- Federal Facilities for the investment and divestment of a wide-ranging portfolio of federal buildings. This includes: special- and common-use facilities, residential housing, designated properties, emergency facilities, surplus properties, dry docks, locks, dams, highways, bridges and land development projects; and
- Municipal Grants to manage the payment of federal grants in lieu of municipal or provincial taxes.

Crown Corporations Program
This Program provides for the acquisition, management, operation and disposal of specific lands and facilities. It also makes payments to the Old Port of Montreal Corporation Inc. and the Canada Museums Construction Corporation Inc.

The Canada Museums Construction Corporation Inc. was formed to develop and construct the National Gallery of Canada, the Canada Museum of Civilization and any other national museum as directed by the Governor in Council. Responsibilities include: the acquisition, control, administration and disposal of lands as required. With the completion of the Museum of Civilization, this Corporation is being disbanded.

The Old Port of Montreal Corporation Inc. develops and promotes the Vieux-Port de Montréal lands by putting infrastructure, equipment and services into place. The Corporation was formerly known as Canada Lands Company (Le Vieux-Port de Montréal) Limited.

Regional Offices

Pacific Region
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
(604) 666-3103

Western Region
9700 Jasper Avenue, Suite 1000
Edmonton, Alberta
T5J 4E2
(403) 495-3204

National Capital Region
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
KIA 0M3
(819) 997-7525

Ontario Region
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
(416) 224-4246

Quebec Region
Guy Favreau Complex
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z IX4
(514) 283-1193

Atlantic Region
1505 Barrington Street, 15th Floor
Halifax, Nova Scotia
B3J 3C9
(902) 426-2331

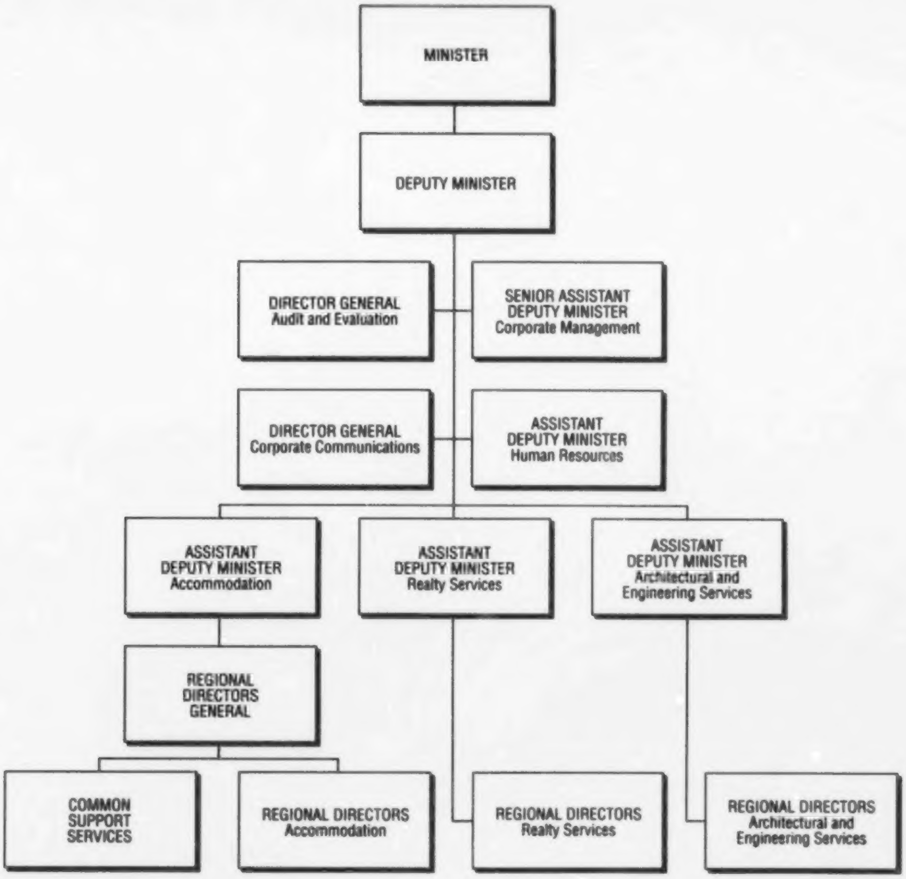
Parliamentary Committees

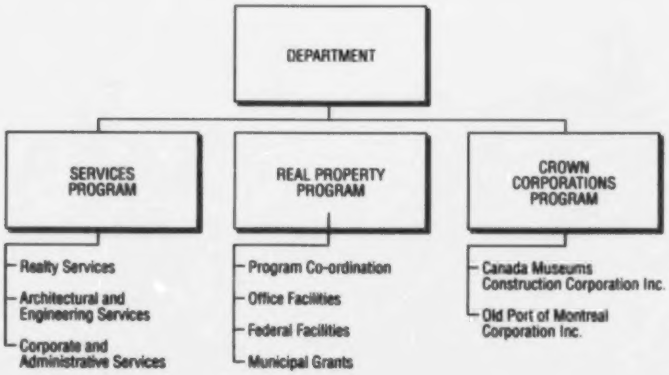
Special Committee of Council on Government Operations
Economic Policy Committee

Statutes

Bridges Act
Crown Surplus Act
Dry Docks Subsidies Act
Expropriation Act
Government Property Traffic Act
Government Works Tolls Act
Kingsmere Park Act
Municipal Grants Act
Official Residences Act
Ottawa River Act
Public Works Act
Trans-Canada Highway Act

Public Works Canada


MINISTER
DEPUTY MINISTER
DIRECTOR GENERAL Audit and Evaluation
SENIOR ASSISTANT DEPUTY MINISTER Corporate Management
DIRECTOR GENERAL Corporate Communications
ASSISTANT DEPUTY MINISTER Human Resources
ASSISTANT DEPUTY MINISTER Accommodation
ASSISTANT DEPUTY MINISTER Realty Services
ASSISTANT DEPUTY MINISTER Architectural and Engineering Services
REGIONAL DIRECTORS GENERAL
COMMON SUPPORT SERVICES
REGIONAL DIRECTORS Accommodation
REGIONAL DIRECTORS Realty Services
REGIONAL DIRECTORS Architectural and Engineering Services


DEPARTMENT
SERVICES PROGRAM
REAL PROPERTY PROGRAM
CROWN CORPORATIONS PROGRAM
Realty Services
Architectural and Engineering Services
Corporate and Administrative Services
Program Co-ordination
Office Facilities
Federal Facilities
Municipal Grants
Canada Museums Construction Corporation Inc.
Old Port of Montreal Corporation Inc.

Canada Lands Company Limited

Head Office
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2

General Inquiries
(613) 736-2222

Minister
Minister of Public Works

Principal Officers

President	– Robert J. Giroux
Directors	– Brian J. Veinot Robert S. Lafleur
Corporate Secretary	– Patrick Dolan

Historical Background

The Canada Lands Company Limited, an agent corporation, originally named Public Works Lands Company Limited, was incorporated under the *Companies Act* in 1956. It became a Crown corporation in 1984.

Overall Responsibilities

The Canada Lands Company has the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property. It also holds leasehold interests in two properties in London, England and two properties on Indian reserves in Canada, in trust for other departments. Funding for these leases is provided by other departments.

Organization and Programs

The Corporation owns the following three subsidiary corporations:

- Canada Lands Company (Mirabel) Limited, whose mandate is to dispose of lands surplus to the needs of Mirabel International Airport.
- Canada Lands Company (Vieux-Port de Québec) Inc., to redevelop the lands in the Old Port of Quebec.
- Old Port of Montreal or Montreal Corporation Inc., to redevelop the lands in the Old Port of Montreal.

The shares have been acquired in consideration of services rendered.

The Corporation holds two out of the three issued shares of the Canada Museums Construction Corporation Inc. (presently being disbanded). The third share is held by the Minister of Public Works. Control of this Corporation lies with the Minister of Public Works through a shareholders agreement.

Regional Offices

None

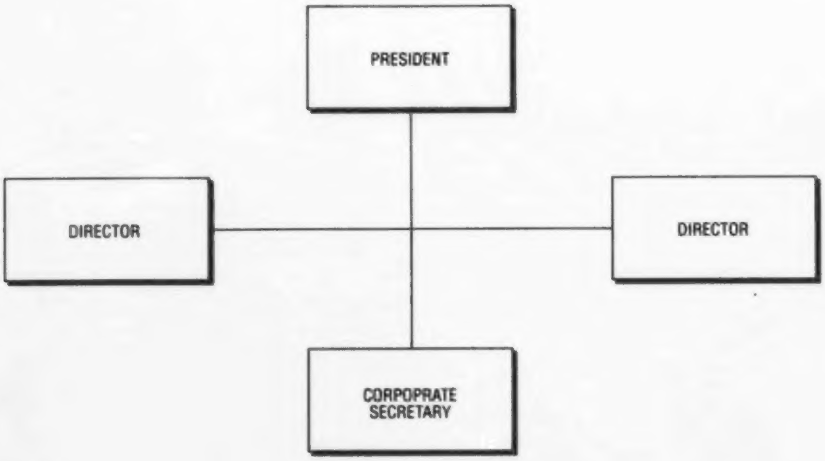
Parliamentary Committee

Standing Committee on Consumer, Corporate Affairs and Government Operations

Statutes

Bridges Act
Dry Dock Subsidies Act
Expropriation Act
Government Harbours and Piers Act
Government Property Traffic Act
Government Works Tolls Act
Kingsmere Park Act
Laurier House Act
Municipal Grants Act
Official Residences Act
Ottawa River Act
Public Works Act
Surplus Crown Assets Act
Trans-Canada Highway Act

Canada Lands Company Limited


PRESIDENT
DIRECTOR
DIRECTOR
CORPOPRATE SECRETARY

Defence Construction Canada

Legal Title
Defence Construction (1951) Limited

Head Office
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0K3

General Inquiries
(613) 998-9548

Minister
Minister of Public Works

Principal Officers
President – J.R.L. Atchison
Secretary-Treasurer – T.D. Heavens
Board of Directors
N.S. Freeman, ADM, Public Works
J.D. McClure, ADM, Department of National Defence
J.F. Rowe, Construction Association of Nova Scotia
Major-General J.E. Woods, Department of National Defence

Historical Background

Defence Construction Limited was established in 1950 to contract for construction, maintenance and repair projects required by the Department of National Defence at Canadian military installations. Upon its incorporation in 1951, pursuant to the *Defence Production Act*, the name was changed to Defence Construction (1951) Limited.

Overall Responsibilities

Defence Construction Canada contracts for and manages all construction, maintenance and repair services, and all architectural and engineering services related to the construction program of the Department of National Defence. Responsibility for the Corporation was transferred from the Minister of National Defence to the Minister of Public Works in 1986. The Minister establishes the limits of the Corporation to award and amend contracts in accordance with government contract regulations.

Organization and Programs

Site offices at all major Canadian Forces installations are administered by five regional offices in Canada and a branch office in Europe. A special project office has been established for the North American Air Defence Modernization Program. The President, who reports to a board of directors, and the general management are in Ottawa. Services such as personnel, financial administration, technical services, tender call, plans distribution and consultant contract administration are also centralized in Ottawa.

Regional Offices

Atlantic
3 Spectacle Lake Drive
Dartmouth, Nova Scotia
(902) 426-8340

Quebec
223 St.-Jean Street, Suite 1
Longueuil, Quebec
J4H 2X4
(514) 283-7750

Ontario
234 Concession Street, Suite 204
Kingston, Ontario
K7K 6W6
(613) 545-8836

Prairies
Building No. 4
Canadian Forces Base Winnipeg
Winnipeg, Manitoba
R2R 0T0
(204) 983-9019

Pacific
300 Gorge Road West, Room 203
Victoria, British Columbia
V9A 1M8
(604) 388-0223

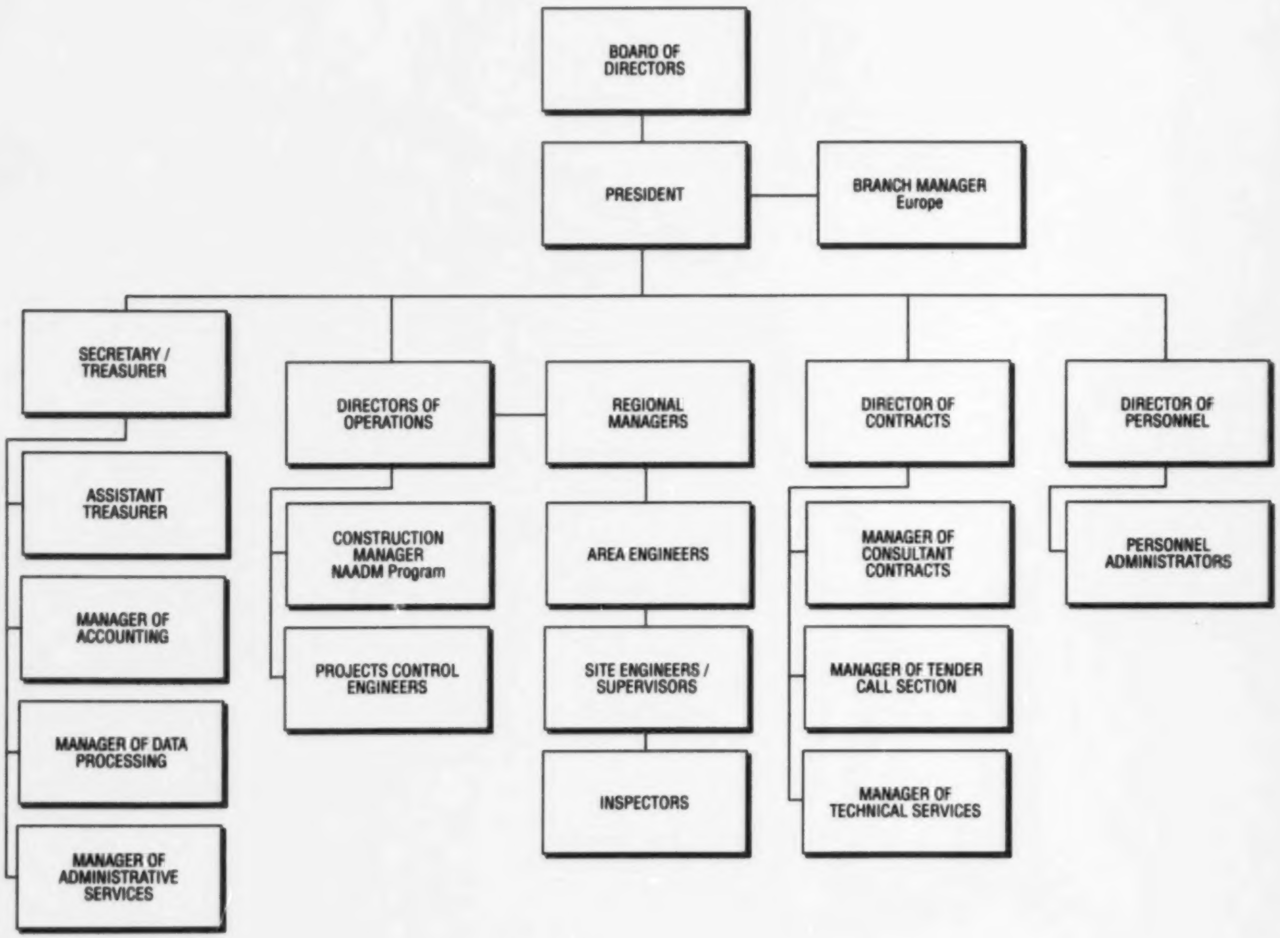
Europe
Headquarters Canadian Forces Europe
CFPO 5000-Caserne Building K2
7630 Lahr
Federal Republic of Germany

North Warning System
220 Laurier Avenue West, 14th Floor
Ottawa, Ontario
K1P 5Z2
(613) 998-0843

Statutes

Public Works Act

Defence Construction Canada


BOARD OF DIRECTORS
PRESIDENT
BRANCH MANAGER Europe
SECRETARY / TREASURER
ASSISTANT TREASURER
MANAGER OF ACCOUNTING
MANAGER OF DATA PROCESSING
MANAGER OF ADMINISTRATIVE SERVICES
DIRECTORS OF OPERATIONS
CONSTRUCTION MANAGER NAADM Program
PROJECTS CONTROL ENGINEERS
REGIONAL MANAGERS
AREA ENGINEERS
SITE ENGINEERS / SUPERVISORS
INSPECTORS
DIRECTOR OF CONTRACTS
MANAGER OF CONSULTANT CONTRACTS
MANAGER OF TENDER CALL SECTION
MANAGER OF TECHNICAL SERVICES
DIRECTOR OF PERSONNEL
PERSONNEL ADMINISTRATORS

Harbourfront Corporation

Head Office

410 Queens Quay West
Toronto, Ontario
M5V 2Z3

General Inquiries:

Head Office: (416) 973-4600
Program Inquiries: (416) 973-3000

Minister

Minister of Public Works Canada

Principal Officers

Chairperson of the Board – Consiglio Di Nino
Board Members – Ray Biggart
Susanne Borup
R.E. Cavanagh
Sesto DeLuca
Donna E. Digby
Susan Fish
Harold Huff
Dan LaCaprara
Stephen LeDrew
Molly Nightingale
John W. Parsons
John Rankin
Norman Seagram
John H. Tory
Antonio Vaz
Peter Zakarow
President and General Manager – Frank Mills
Director of Communications – Judith John
Director of Public Programs – Bill Boyle

Historical Background

In 1972, 100 acres of harbourfront property were assembled by the Crown for use as a park. From 1972 to 1976 the land was administered by the Department of Public Works, followed by the Minister of State for Urban Affairs. At that point, a harbourfront committee was established by the federal government to advise on the future of the site. In 1976, Harbourfront Corporation was established with a local board of directors. New management was put in place by the Board and a development framework document was produced defining Harbourfront as a mixed-use waterfront development initiative.

Overall Responsibilities

Harbourfront is a federally owned, non-profit Crown corporation established with the mandate to reclaim and open the Toronto waterfront for the use and enjoyment of the public on a year-round basis with no ongoing operating subsidy from the taxpayer.

Harbourfront is dedicated to providing cultural, recreational and educational activities for the public in the areas of community and special events, education and recreation, literature, marine, performing and visual arts. Harbourfront is also committed to transforming its 100 acres of prime waterfront land into a diverse and attractive neighbourhood of residences, businesses, offices, public facilities, shops and restaurants.

All public programs are made possible through revenues derived from development, site parking, food services, admissions, government grants and corporate sponsorships.

Organization and Programs

Harbourfront comprises six divisions.

Communications

This Division promotes and publicizes Harbourfront's activities and conveys a consistent corporate identity to the public. Three departments carry out the Division's mandate:

- Marketing oversees communications related to programs and site activities.
- Public Relations presents a consistent corporate message. It focusses on government and media relations pertaining to non-programing activities and co-ordinates press conferences.
- Community and Corporate Development secures corporate and government funding and looks after Harbourfront's corporate sponsors.

Corporate Planning and Operations

Management of all Harbourfront's cultural and recreational facilities is the responsibility of this Division. This includes: York Quay Centre, the du MAURIER Theatre Centre and the Premiere Dance Theatre. It also:

- manages long-term planning and prepares the corporate plan;
- provides technical support to the three theatres;
- co-ordinates all box office activities; and
- looks after administrative duties for the theatres.

Finance and Administration

This Division provides accounting and financial services to the Corporation and manages all aspects of administrative and personnel services.

Planning and Development
The conception and development of projects within the Harbourfront site are the responsibility of this Division. It also provides long-term planning relating to the corporate mandate and financial plan.

Public Programs
This Division organizes Harbourfront's year-round public programing. Six departments carry out the Division's activities.

- Community and Special Events presents programs with broad public appeal and works with community groups to help stage events.
- Education and Recreation provides educational and recreational programs, with a special focus on young people and seniors.
- The Literary Department organizes public readings and high-profile literary festivals.
- Marine Programming provides informal, accessible and participatory marine programs which capitalize on the unique waterfront location.
- Performing Arts presents a wide-range of theatre, film, dance and classical music events.
- Visual Arts arranges exhibitions of local, national and international contemporary artists in the Power Plant Gallery and other Harbourfront facilities. It also operates a craft studio program and other educational initiatives.

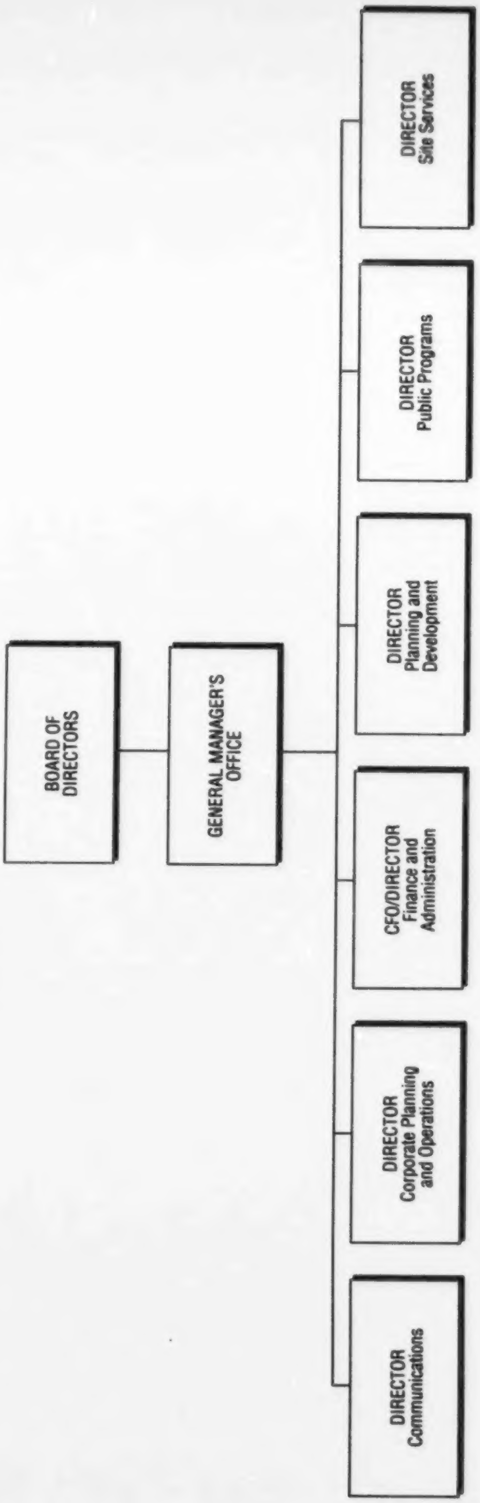
Public Programs also looks after the volunteer activities at Harbourfront.

Site Services
This Branch manages the Harbourfront site. Six divisions look after day-to-day operations: Security, Property, Parking, Operations, Marine and Site Management.

Regional Offices

None

Harbourfront Corporation


BOARD OF DIRECTORS
GENERAL MANAGER'S OFFICE
DIRECTOR Communications
DIRECTOR Corporate Planning and Operations
CFO/DIRECTOR Finance and Administration
DIRECTOR Planning and Development
DIRECTOR Public Programs
DIRECTOR Site Services

National Capital Commission

Head Office

161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

General Inquiries

(613) 239-5555
(613) 239-5383 (Director, Communications)

Minister

Minister of Public Works
Minister Responsible for
the National Capital Commission
Minister for the Purposes of
the Atlantic Canada Opportunities Agency Act.

Principal Officers

Deputy Minister	– R. J. Giroux
NCC Chairperson and Chief Executive Officer	– J. E. Pigott
Executive Vice-President and General Manager	– G. Kirby
Director of Communications	– Cindy Boucher

Historical Background

The National Capital Commission, established as a Crown corporation by the *National Capital Act*, 1958, succeeds two earlier organizations:

- the Ottawa Improvement Commission, established in 1899; and
- the Federal District Commission, established in 1927.

The original mandate of the NCC was to implement the Master Plan for the National Capital (popularly known as the Gréber Plan), which was tabled in the House of Commons in 1951. The powers and mandate of the NCC were extended when the National Capital Act was amended in 1988.

Overall Responsibilities

The jurisdiction of the National Capital Commission extends throughout the National Capital Region, an area of 4662 square kilometres including the core cities of Ottawa and Hull, 25 other municipal jurisdictions and two important wilderness and recreational areas (Gatineau Park and the Greenbelt).

The Commission plans for, and assists in, the development, conservation and improvement of the National Capital Region in accordance with the region's role as the seat of the Government of Canada. It also organizes, sponsors or promotes activities and events that enrich the cultural and social fabric, taking into account the federal and bilingual character of Canada and the heritage of its people of Canada. Another activity is its co-ordination of the policies and programs of various federal departments to organize, sponsor or promote public activities and events related to the National Capital Region.

The NCC's objectives are to create a Capital for all Canadians, to make the Capital a meeting-place for all Canadians, and to safeguard and preserve the Capital's natural and urban areas.

Organization and Programs

The NCC is headed by a Commision of 20 individuals (including a Chairperson and a Vice-Chairperson) appointed by the Governor in Council. Every province is represented.

The Chairperson heads a senior management team including the general manager and the vice-presidents of the nine branches of the Commission. Three divisions (Communications, Management Audit and Evaluation, and Legal Services) report directly to the Chairperson. The Intergovernmental and Community Relations Directorate reports to the general manager.

Of the nine branches:

- Policy-Corporate Secretary services strategic planning and marketing, evaluates trends and develops policies;
- National Programming organizes national celebrations and interpretive programs and fosters public participation;
- Capital Planning prepares policies and plans for development of federal lands and exercises review authority on design, land-use, etc.;
- Controller is responsible for financial services and planning, supply administration and management improvement;
- Environmental and Land Management manages, conserves and maintains all NCC lands;
- Human Resources provides personnel services;
- Information resources manages information resources and the application of information technology;

- Real Estate Development is responsible for capital projects and for joint development ventures involving NCC real assets; and
- Realty and Official Residences is responsible for real property transactions, assessment and payment of grants-in-lieu-of-taxes, and, under the direction of the Official Residences Council, management of the six official residences in the Capital.

Regional Offices

None

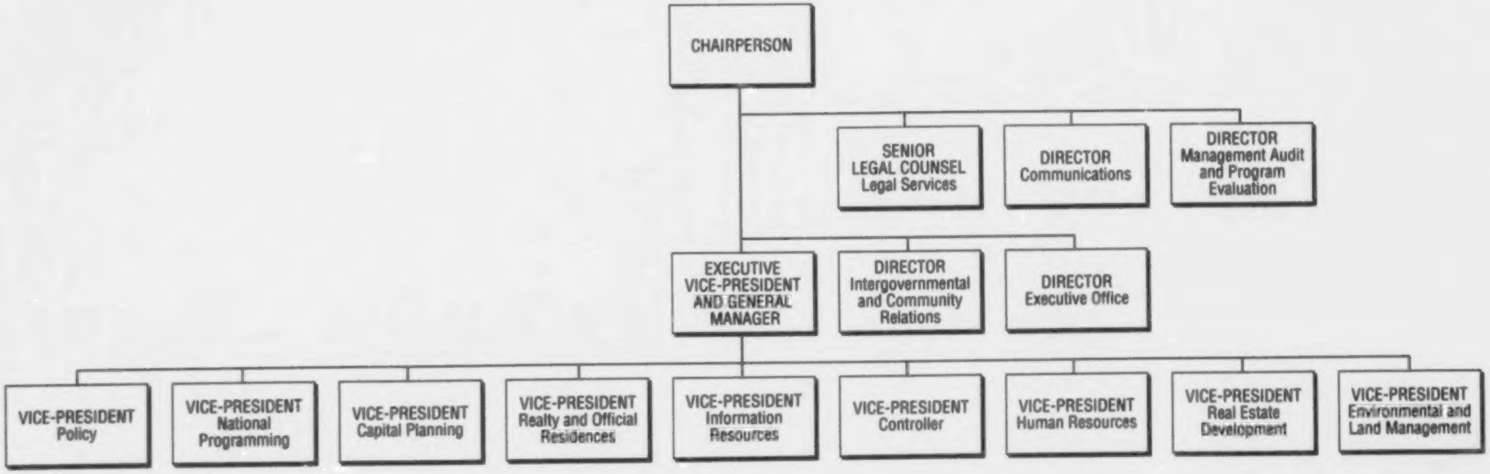
Parliamentary Committee

Standing Committee on Consumer and Corporate Affairs and Government Operations

Statute

National Capital Act
(the responsibility of the Minister of Public Works)

National Capital Commission


CHAIRPERSON
SENIOR LEGAL COUNSEL Legal Services
DIRECTOR Communications
DIRECTOR Management Audit and Program Evaluation
EXECUTIVE VICE-PRESIDENT AND GENERAL MANAGER
DIRECTOR Intergovernmental and Community Relations
DIRECTOR Executive Office
VICE-PRESIDENT Policy
VICE-PRESIDENT National Programming
VICE-PRESIDENT Capital Planning
VICE-PRESIDENT Realty and Official Residences
VICE-PRESIDENT Information Resources
VICE-PRESIDENT Controller
VICE-PRESIDENT Human Resources
VICE-PRESIDENT Real Estate Development
VICE-PRESIDENT Environmental and Land Management

Revenue Canada, Customs and Excise

Legal Title
Department of National Revenue, Customs and Excise

Head Office
Connaught Building
MacKenzie Avenue
Ottawa, Ontario
K1A 0L5

General Inquiries
(613) 957-0251
(613) 957-0273 (Director General, Communications)

Minister
Minister of National Revenue

Principal Officers
Deputy Minister – Ruth Hubbard
Assistant Deputy Ministers
Corporate Management – Adair J. Banerd
Customs Programs – Sheila K. Batchelor
Customs Operations – H.J. Giles
Excise (Acting) – K. H. McCammon
Goods and Services Tax – R.F. Fulford
Personnel Administration – M. Reteff
Director General, Communications – L. Gordon

Historical Background

Until World War I, the federal government financed its operations from indirect taxes, customs duties and excise taxes. To ease the financial burden of the war effort, direct taxation was introduced in 1916 by means of an excess business profits tax, followed the next year by an income tax on individuals and corporations. The Department of National Revenue was established in 1927 by the *Department of National Revenue Act*. The Department has two components: Customs and Excise, and Taxation. Each is administered by a deputy minister as a separate department.

Overall Responsibilities

Revenue Canada, Customs and Excise, is responsible for:

- assessing and collecting duties and taxes on imported and domestically-produced goods and on transportation of persons by air;
- controlling the international movement of persons and goods;
- providing Canadian industry with the protection to which it is entitled under the customs laws;
- providing information and services necessary to understand and comply voluntarily with the requirements of customs and excise laws and regulations;
- administering various customs and excise acts and tariffs; and
- administering in part the statutes of other government departments and agencies, where they concern the international movement of persons and goods.

Organization and Programs

Customs and Excise is administered on two levels:

- central headquarters controls and co-ordinates to ensure uniform interpretation and application of customs and excise regulations; and
- at the regional level, Excise consists of nine regional offices administering Excise activities in the field while Customs Operations, the largest of the branches, provides customs services at over 650 locations ranging from one or two person offices to those where hundreds are employed.

Post Audit Customs Control System

This uniquely Canadian system facilitates commercial importation of goods by eliminating a physical check on goods transported by approved carriers, excluding goods arriving by marine transport. Control is maintained by examining transportation company records and following a prescribed audit train established at the time of approval.

Travelling Public

Exemption entitlements of travellers are established by grouping travellers into four categories:

- returning residents of Canada who have been out of the country for 48 hours or longer may qualify for an exemption of up to $100 (Canadian), while those absent for seven days or longer may claim exemptions on goods up to the value of $300 (Canadian) once in each calendar year;
- former residents of Canada returning after an absence of at least one year are permitted duty-free import of all personal and household goods, including automobiles that have been owned and in their possession and use for at least six months prior to their return to Canada;
- settlers, defined as those entering Canada intending to establish for the first time a permanent residence for more than 12 months, are allowed to import free of duty all personal and household effects, including automobiles that were owned and in use prior to their arrival in Canada; and
- non-resident visitors may import automobiles, pleasure craft and other personal goods duty-free for their personal use while in Canada, provided that these goods are exported at the end of the visit.

Limits may apply on the quantity of some goods, such as tobacco or alcohol products, that may be admitted without assessment.

Customs
Customs offices are administered through ten regional offices headed by Regional Collectors who report to the Assistant Deputy Minister, Customs Operations.

The Customs Program Branch is responsible for the administration and application of customs legislation – to ensure that laws are interpreted in an equitable way and that any disputes are resolved. Specifically the Branch redetermines tariff classification and administers relief programs, adjudicating seizure actions and investigating cases of undervaluation or misdescription of goods. On behalf of Canadian industry, the Branch investigates complaints of allegedly injurious dumping or subsidizing of imported goods and prepares appeal cases for consideration by the Canadian International Trade Tribunal on matters concerning tariff classification, value for duty, dumping or subsidizing. In addition, the Branch develops and maintains customs legislation.

The Customs Operations Branch has a diverse role, encompassing policy development, maintenance of legislation and responsibility for daily operations across Canada. It develops policy, strategies, guidelines and procedures in the areas of transportation, revenue collection, customs clearance and operations relative to the international movement of goods, people and conveyances. It must also ensure that the policies and procedures of other branches are integrated to provide consistent and efficient application of the varied legislation administered by the Department. Its main role is:

- the examination and control of all persons, vehicles and goods entering or leaving Canada, and the assessment and collection of applicable duties and taxes;
- the appraisal of and ruling on imported goods;
- audit of production and sales records relative to automotive remission programs;
- investigation of claims for recovery of duties and taxes paid according to drawback regulations, and remittance of refunds;
- enforcement of customs laws and regulations;
- preventing import of such prohibited goods as illegal drugs, pornography and certain firearms;
- control of strategic exports;
- identification of missing or abducted children at ports of entry;
- investigation of violations;
- audit of import entries relative to refunds under the Machinery Remission Program;
- enforcement of quotas and voluntary restraint certificates under the *Export and Import Permits Act*;
- the implementation of systems which encourage and allow for voluntary compliance by the importing public; and
- support for the application of over 60 acts and regulations from other government agencies and departments.

Excise
Among other things, the Excise Branch:

- determines the value and classification of goods for tax assessment purposes;
- provides tax information concerning the application of provisions of the *Excise Tax Act*, the *Excise Act* and the *Softwood Lumber Products Export Charge Act*;
- audits and collects sales and excise taxes, excise duties, air transportation tax, telecommunication services tax, telecommunication programming services tax and the softwood lumber charges;
- licenses manufacturers, wholesalers, distillers, exporters of softwood lumber products and providers of above-mentioned services;
- investigates suspected fraud or evasion;
- supervises and controls the manufacture of products subject to excise duties (beer, liquors and tobacco products);
- audits the records of manufacturers and wholesalers licensed under the *Excise Tax Act* and *Excise Act* to verify the accuracy of tax and duty liability; and
- verifies claims for refund of sales and excise taxes paid and refunded under specific conditions and for administration of the Fuel Tax Rebate Program.

The federal fuel tax rebate program began 1 December 1984. The rebate of the excise tax on gasoline and diesel fuel ended on 3 December 1989, and the rebate of sales tax on gasoline and diesel fuel on 31 December 1990. Those eligible include farmers, fishermen, loggers, miners, hunters and trappers.

The Excise Branch is organized on a regional basis, with offices in or near main centres of business across Canada. To provide this better and more convenient service there are 21 district excise tax offices, four sub-offices, one resident auditor office, nine regional offices and the headquarters of the Excise Branch in Ottawa.

District offices provide a range of services to taxpayers with specific application of the *Excise Tax Act* and the *Excise Act*. Because district managers are responsible for various functions of excise administration in their territories, most tax problems are resolved at the district office, where questions on sales and excise taxes should be directed. Auditors from the district office will visit the taxpayer periodically. The Taxpayer Assistance Program provides new licensees (or those who have not been audited within four years) with assistance and information specific to their operations. Excise also has a Small Business Advisors Program to help small businesses deal with sales and excise taxes.

If a tax or duty problem is such that the district office decides to refer it or if a taxpayer is not satisfied with the resolution at district level, the matter is referred to the regional office. In a particularly complex matter, the regional office may then submit the problem to the headquarters office in Ottawa for review by the tax and duty specialists there.

An appeals directorate within the Excise Branch operates independently of other branch directorates and regional offices. It handles objections to assessments and refund disallowances for sales and excise tax.

Regional Offices

Customs Offices

Atlantic
Regional Collector
6169 Quinpool Road
Suite 203
P.O. Box 3080
Halifax, Nova Scotia
B3J 3G6
(902) 426-2914

Quebec
Regional Collector
130 Dalhousie
P.O. Box 2267
Quebec, Quebec
G1K 7P6
(418) 648-3708

Montreal
Regional Director
105 McGill, 2nd Floor
Montreal, Quebec
H2Y 2E7
(514) 283-6201

Ottawa
Regional Collector
360 Coventry Road
Ottawa, Ontario
K1K 2C6
(613) 991-0566

Toronto
Regional Collector
1 Front Street West
P.O. Box 10, Station A
Toronto, Ontario
M5W 1A3
(416) 973-8258

Hamilton
Regional Collector
10 John Street South, 5th Floor
P.O. Box 2989
Hamilton, Ontario
L8N 3V8
(416) 572-2811

Southwestern Ontario
Regional Collector
P.O. Box 2280
Walkerville Postal Station
Windsor, Ontario
N8Y 4R8
(519) 973-8500

Central
Regional Collector
Customs and Excise
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B3
(204) 983-3758

Alberta
Regional Collector
220 4th Avenue SE
P.O. Box 2910, Station M
Calgary, Alberta
T2P 2M7
(403) 292-4628

Pacific
Regional Collector
1001 West Pender Street
Vancouver, British Columbia
V6E 2M8
(604) 666-0456

Excise Offices

Atlantic
Regional Director
6169 Quinpool Road
Suite 200
P.O. Box 1658
Halifax, Nova Scotia
B3J 2Z8
(902) 426-2143

Quebec
Regional Director
410 Charest Boulevard East
P.O. Box 2117
Postal Terminal
Quebec, Quebec
G1K 7M9
(418) 648-3853

Montreal
Regional Director
400 d'Youville Square
7th Floor
Montreal, Quebec
H2Y 3N4
(514) 283-6023

Ottawa
Regional Director
360 Coventry Road
P.O. Box 8257
Ottawa, Ontario
K1G 3H7
(613) 991-0448

Toronto
Regional Director
25 St. Clair Avenue East
P.O. Box 100, Station Q
Toronto, Ontario
M4T 2L7
(416) 973-6380

Southwestern Ontario
Regional Director
Dominion Public Building
457 Richmond Street
P.O. Box 5548
Terminal A
London, Ontario
N6A 4R3
(519) 645-4145

Central
Regional Director
Revenue Building
391 York Avenue
P.O. Box 1022
Winnipeg, Manitoba
R3C 2W2
(204) 983-2972

Alberta
Regional Director
Harry Hays Building
220 4th Avenue SE
P.O. Box 2525
Station M
Calgary, Alberta
T2P 3B7
(403) 292-5669

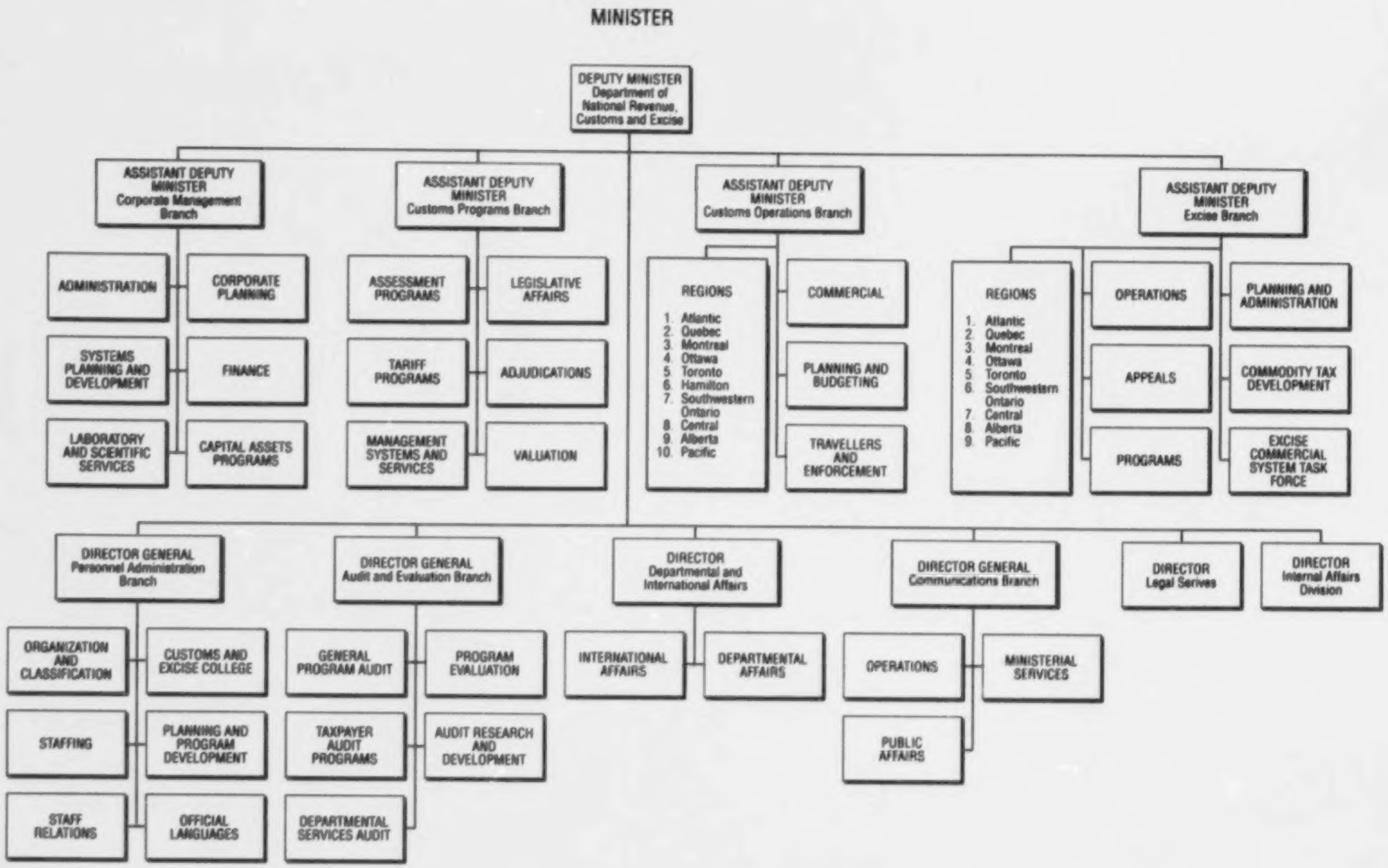
Pacific
Regional Director
4664 Lougheed Highway
Burnaby, British Columbia
V5C 6C2
(604) 666-3803

Statutes

Customs Act
Customs and Excise Offshore Application Act
Customs Tariff
Excise Act
Excise Tax Act
Softwood Lumber Products Export Charge Act
Special Import Measures Act

Revenue Canada, Customs and Excise is also involved with some 60 acts of Parliament (under the authority of other federal departments but administered in part by the Department) prohibiting, controlling and regulating the import and export of goods or the international movement of people.

Revenue Canada, Customs and Excise


MINISTER
DEPUTY MINISTER Department of National Revenue, Customs and Excise
ASSISTANT DEPUTY MINISTER Corporate Management Branch
ADMINISTRATION
CORPORATE PLANNING
SYSTEMS PLANNING AND DEVELOPMENT
FINANCE
LABORATORY AND SCIENTIFIC SERVICES
CAPITAL ASSETS PROGRAMS
ASSISTANT DEPUTY MINISTER Customs Programs Branch
ASSESSMENT PROGRAMS
LEGISLATIVE AFFAIRS
TARIFF PROGRAMS
ADJUDICATIONS
MANAGEMENT SYSTEMS AND SERVICES
VALUATION
ASSISTANT DEPUTY MINISTER Customs Operations Branch
REGIONS
1. Atlantic
2. Quebec
3. Montreal
4. Ottawa
5. Toronto
6. Hamilton
7. Southwestern Ontario
8. Central
9. Alberta
10. Pacific
COMMERCIAL
PLANNING AND BUDGETING
TRAVELLERS AND ENFORCEMENT
ASSISTANT DEPUTY MINISTER Excise Branch
REGIONS
1. Atlantic
2. Quebec
3. Montreal
4. Ottawa
5. Toronto
6. Southwestern Ontario
7. Central
8. Alberta
9. Pacific
OPERATIONS
PLANNING AND ADMINISTRATION
APPEALS
COMMODITY TAX DEVELOPMENT
PROGRAMS
EXCISE COMMERCIAL SYSTEM TASK FORCE
DIRECTOR GENERAL Personnel Administration Branch
ORGANIZATION AND CLASSIFICATION
CUSTOMS AND EXCISE COLLEGE
STAFFING
PLANNING AND PROGRAM DEVELOPMENT
STAFF RELATIONS
OFFICIAL LANGUAGES
DIRECTOR GENERAL Audit and Evaluation Branch
GENERAL PROGRAM AUDIT
PROGRAM EVALUATION
TAXPAYER AUDIT PROGRAMS
AUDIT RESEARCH AND DEVELOPMENT
DEPARTMENTAL SERVICES AUDIT
DIRECTOR Departmental and International Affairs
INTERNATIONAL AFFAIRS
DEPARTMENTAL AFFAIRS
DIRECTOR GENERAL Communications Branch
OPERATIONS
MINISTERIAL SERVICES
PUBLIC AFFAIRS
DIRECTOR Legal Serives
DIRECTOR Internal Affairs Division

Revenue Canada, Taxation

Head Office
875 Heron Road
Ottawa, Ontario
K1A 0L8

General Inquiries
(613) 598-2275
Toll Free: 1-800-267-8440 (from area code 613)
1-800-267-4735 (from area code 819)
(613) 957-3503 (Director General, Communications)

Minister
Minister of National Revenue

Principal Officers

Deputy Minister	– Pierre Gravelle
Assistant Deputy Ministers	
Taxation Programs Branch	– Robert Roy
Appeals Branch	– Robert D'Avignon
Legislative and Intergovernmental Affairs Branch	– Robin Read (Acting)
EDP Systems and Technology Branch	– Anthony Crawford
Finance and Administration Branch	– William Crandall
Human Resources Branch	– Richard Rittenberg
Regional Operations	
Atlantic Region	– Percy W. Kierstead
Quebec Region	– Serge Mercille
Ontario Region	– Peter E.D. Broder (Acting)
Central Region	– William J. Clarke
Western Region	– Howard G. Ladd
Director General Communications and Consultations Branch	– Dennis Orchard (Acting)

Historical Background

In 1917, the government passed the *Income War Tax Act* to help raise money to deal with the heavy financial burden of World War I. It was introduced as a temporary wartime measure.

In 1927, the Department of National Revenue was created to administer income tax in Canada. This responsibility had been carried out by a commissioner from the Department of Finance. Customs and Excise was brought into the Department, at the same time, under the same Minister, but as a separate component with its own departmental organization.

On 1 January 1949, the *Income War Tax Act* was repealed and replaced with the *Income Tax Act*.

Significant changes to Canada's taxation system were made in 1971 and again in 1988.

Overall Responsibilities

Revenue Canada Taxation assesses and collects individual and corporate income taxes under the *Income Tax Act*. It collects provincial income taxes from individuals for all provinces except Quebec, and from corporations for all provinces except Quebec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan, and premiums under the *Unemployment Insurance Act*.

While governments around the world collect taxes in many different ways, Canada, like the United States and other countries, has a self-assessment system. Citizens participate in the system by volunteering facts about their income and deductions, and by calculating the tax they owe.

In turn, Taxation employees are charged with interpreting the *Income Tax Act* and applying its provisions fairly and uniformly, so that all taxpayers are treated equally. As administrator of the Act, Taxation ensures that the government receives the correct amount of tax due, and that taxpayers pay no more or less than they owe.

Organization and Programs

Revenue Canada, Taxation has eight branches.

Taxation Programs Branch

This Branch is accountable for the formation and assessment of national policies and programs relating to tax administration.

Appeals Branch

In addition to establishing policies and guidelines for the disposition of objections submitted by taxpayers who do not agree with their assessment, the Branch also handles appeals under the Canada Pension Plan, and *Unemployment Insurance Act*, and assists and advises the Tax Litigation Section of the Department of Justice Canada on appeals to the courts.

Legislative and Intergovernmental Affairs Branch

This Branch interprets the *Income Tax Act*, Canada Pension Plan, and *Unemployment Insurance Act* and acts as advisor on technical matters to other federal departments and governments.

EDP Systems and Technology Branch

Research, development, maintenance and operation of EDP systems and services are the responsibility of this Branch. It also provides computer-related services and data to other departments and governments.

Finance and Administration Branch
This Branch plans, develops and reviews national policies, procedures and programs in the areas of finance, administration, security and tax forms.

Human Resources Branch
This Branch plans, develops, manages and reviews all human resource policies and programs.

Communications and Consultations Branch
The main responsibility of this Branch is to provide external and internal communications programs support.

Corporate Affairs Branch
Internal audits and program evaluations for Revenue Canada, Taxation are conducted by this Branch. It also develops departmental policies and procedures.

Regional Offices

Atlantic Regional Office
Cogswell Tower
2000 Barrington Street, Suite 800
Halifax, Nova Scotia
B3J 3K1

Quebec Regional Office
Guy Favreau Complex
West Tower, Room 917
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

Ontario Regional Office
451 Talbot Street, Suite 1114
London, Ontario
N6A 5C9

Central Regional Office
38 Auriga Drive, Suite 8
Nepean, Ontario
K2E 8A5

Western Regional Office
Box 2939, Station M
220 4th Avenue SE, Room 570
Calgary, Alberta
T2P 2M7

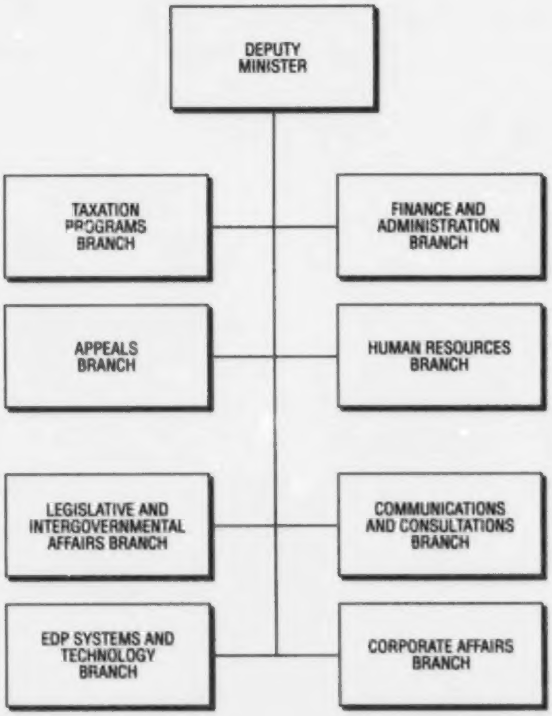
Parliamentary Committee

Minister's Advisory Council on Tax Administration
(Taxation Advisory Council)

Statutes

Canada Pension Plan
Income Tax Act
Unemployment Insurance Act
Federal/Provincial Fiscal Arrangements Act

Revenue Canada, Taxation


DEPUTY MINISTER
TAXATION PROGRAMS BRANCH
FINANCE AND ADMINISTRATION BRANCH
APPEALS BRANCH
HUMAN RESOURCES BRANCH
LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS BRANCH
COMMUNICATIONS AND CONSULTATIONS BRANCH
EDP SYSTEMS AND TECHNOLOGY BRANCH
CORPORATE AFFAIRS BRANCH

Solicitor General Canada

Legal Title
Department of the Solicitor General

Head Office
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8

General Inquiries
(613) 991-3283
(613) 991-2930 (Access to Information and Privacy)

Minister
Solicitor General of Canada

Principal Officers

Solicitor General Canada Secretariat
Deputy Solicitor General – Joseph S. Stanford
Assistant Deputy Solicitors General
  Police and Security – D. Ian Glen
  Corrections – Greg Fyffe
  Planning and Management – Jean Filion
  Ministry Counsel – Daniel Bellemare
  Director General, Communications – David Davidson
Inspector General of CSIS – Richard Thompson

Agencies
Commissioner of Royal Canadian Mounted Police – Norman D. Inkster
Commissioner of Correctional Service Canada – Ole Ingstrup
Chairperson, National Parole Board – Fred E. Gibson
Director, Canadian Security Intelligence Service – J. Reid Morden

Review Agencies
Chairman, RCMP External Review Committee –The Honourable René J. Marin
Chairman, RCMP Public Complaints Commission – Richard Gosse
Correctional Investigator – Ronald Stewart

Historical Background

Before 1936, the Office of the Solicitor General was either a Cabinet post or a ministerial post outside Cabinet. From 1936 to 1945 the position did not exist, the duties of the Office being wholly absorbed by the Attorney General of Canada. In 1945 the position of the Solicitor General was re-established as a Cabinet office to assist the Minister of Justice in the Counsel work of the Department of Justice, and to undertake other duties assigned by the Governor in Council. Previous legislation was repealed in 1966 when a new Department of the Solicitor General was created. The Solicitor General of Canada became the Cabinet minister with primary responsibility in the fields of corrections and law enforcement.

Overall Responsibilities

The Solicitor General is the lead minister for the government with respect to domestic security, policing, corrections and parole. The Ministry of the Solicitor General comprises four distinct agencies, related review agencies and the Secretariat. Each agency head reports directly and is accountable to the Solicitor General. The protection of the public and the maintenance of a just, peaceful and safe society are the overall responsibilities of the Solicitor General of Canada.

Organization and Programs

The Solicitor General Secretariat

The Deputy Solicitor General, who is the Solicitor General's senior policy advisor, directs and manages the Secretariat. The Secretariat supports the Solicitor General in setting direction for the Ministry, and ensuring that the programs of the Ministry, including all agencies, reflect ministerial policies and priorities.

In keeping with the Ministry's mandate for corrections, policing and security intelligence, the Secretariat has three branches: Police and Security; Planning and Management; and Corrections.

The Police and Security Branch advises the Minister and Deputy Solicitor General on law enforcement and national security issues. It manages the national security program and contingency planning (the Solicitor General's direct responsibility), and it co-ordinates the federal government's counter-terrorism program.

The Planning and Management Branch is responsible for corporate and management issues including: strategic and operational plans; management review; and financial, administrative and human resource policies and services. The Branch also co-ordinates and manages several inter-departmental policy and program initiatives; Cabinet and parliamentary affairs; interactions with federal, provincial, private and voluntary organizations; international relations; and ministerial briefings.

The Corrections Branch is made up of two directorates: the Corrections Research and Strategic Policy Directorate conducts research and develops long-term policies and programs; the Corrections Policy and Program Analysis Directorate analyses trends and developments in corrections, develops policy options, and prepares legislative proposals and policy initiatives.

The Office of the Inspector General of CSIS monitors the compliance by the Canadian Security Intelligence Service with its operational policies, reviews the operational activities of CSIS, submits an annual certificate on CSIS operations to the Solicitor General, and conducts reviews of specific activities as may be directed. The Inspector General of CSIS is appointed by Cabinet and is responsible to the Deputy Solicitor General.

Canadian Security Intelligence Service
CSIS was created, in 1984, by an Act of Parliament to provide security intelligence to the Government of Canada. In fulfilling its duties, CSIS:

- collects, analyzes and retains information and intelligence on activities that may threaten the security of Canada;
- reports to and advises the Government of Canada in relation to these threats; and
- provides security assessments.

The *CSIS Act* is the basis for all security intelligence activities undertaken by the Service and establishes the controls within which these activities take place. In doing so, it maintains a balance between the obligation of the state to protect its citizens and the rights and freedoms of individuals.

Regional Offices

Atlantic Region
Terminal Plaza Building, 4th Floor
1222 Main Street
Moncton, New Brunswick
E1C 1H6
(506) 851-6368

Quebec Region
606 Cathcart Street, Suite 201
Montreal, Quebec
H3B 1K9
(514) 283-7362

Ontario Region
60 St. Clair Avenue East, Suite 600
Toronto, Ontario
M4T 1N5
(416) 973-8107

Prairie Region
Cumberland Square
1501 8th Street East
Saskatoon, Saskatchewan
S7H 5J6
(306) 665-4262

Pacific Region
800 Burrard Street, Suite 1320
Vancouver, British Columbia
V6Z 2J5
(604) 666-5307

Parliamentary Committee

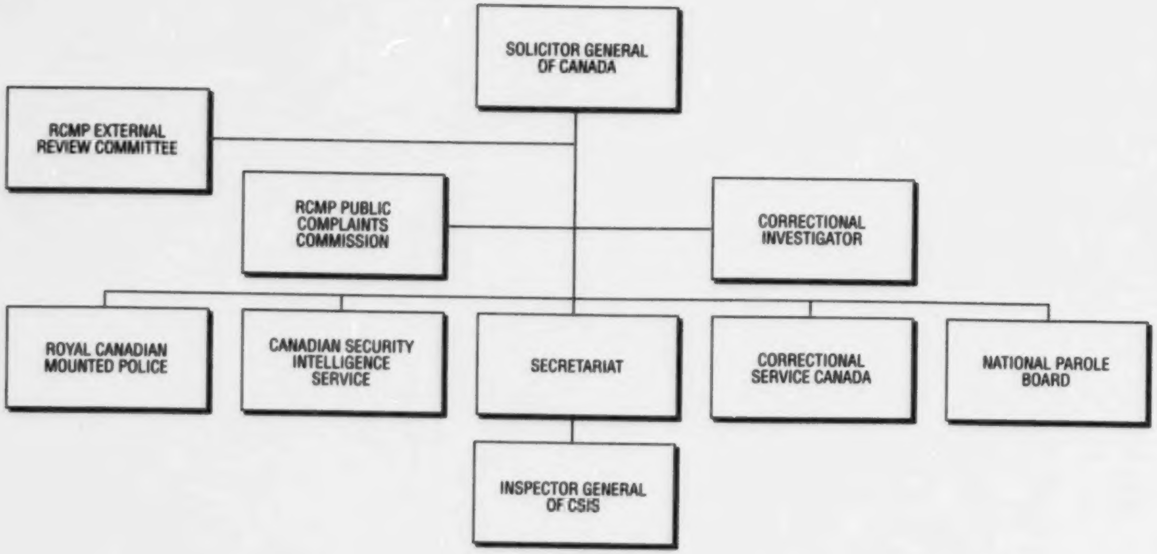
Standing Committee on Justice and the Solicitor General

Statutes

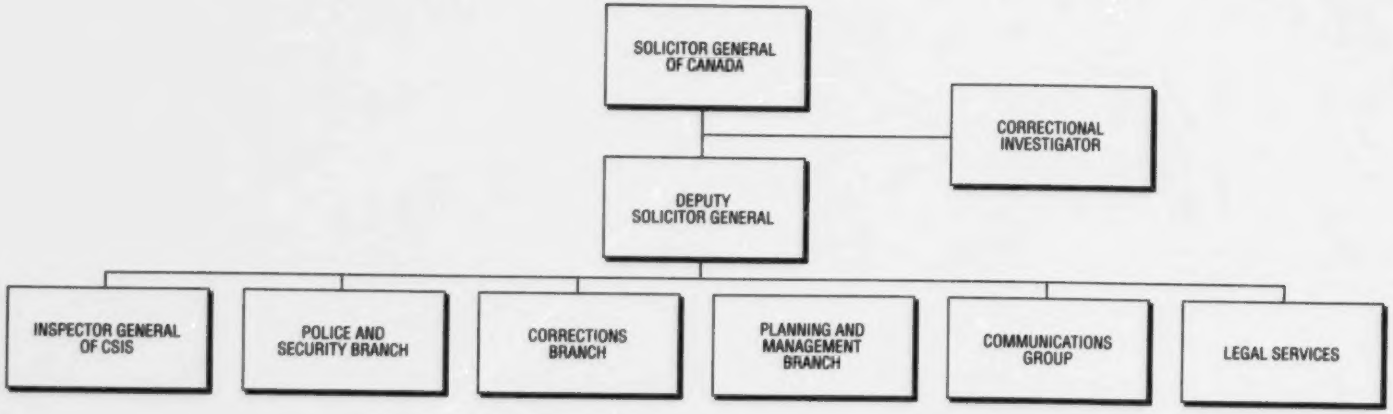
Department of the Solicitor General Act
Royal Canadian Mounted Police Act
Penitentiary Act
Parole Act
Prisons and Reformatories Act
Canadian Security Intelligence Service Act
Security Offences Act
Criminal Records Act
Transfer of Offenders Act
Royal Canadian Mounted Police Superannuation Act

The Ministry's operational responsibilities are also carried out under acts which are administered by other departments, such as:
Identification of Criminals Act
Official Secrets Act
Diplomatic and Consular Privileges and Immunities Act
Immigration Act

Solicitor General Canada


SOLICITOR GENERAL OF CANADA
RCMP EXTERNAL REVIEW COMMITTEE
RCMP PUBLIC COMPLAINTS COMMISSION
CORRECTIONAL INVESTIGATOR
ROYAL CANADIAN MOUNTED POLICE
CANADIAN SECURITY INTELLIGENCE SERVICE
SECRETARIAT
CORRECTIONAL SERVICE CANADA
NATIONAL PAROLE BOARD
INSPECTOR GENERAL OF CSIS

Ministry Secretariat


SOLICITOR GENERAL OF CANADA
CORRECTIONAL INVESTIGATOR
DEPUTY SOLICITOR GENERAL
INSPECTOR GENERAL OF CSIS
POLICE AND SECURITY BRANCH
CORRECTIONS BRANCH
PLANNING AND MANAGEMENT BRANCH
COMMUNICATIONS GROUP
LEGAL SERVICES

Correctional Service Canada

Legal Title
Correctional Service of Canada

Head Office
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9

General Inquiries
(613) 992-5891
(613) 995-5354 (Director of Communications Planning and Media Relations

Minister
Solicitor General of Canada

Principal Officers
Commissioner of Corrections – Ole Ingstrup
Senior Legal Counsel – Ted Tax
Regional Deputy Commissioners
  Atlantic – Willie Gibbs
  Quebec – Jean-Claude Perron
  Ontario – Andrew Graham
  Prairie – John Duggan
  Pacific – Arthur Trono
Deputy Commissioner
  Correctional Programs and Operations – Mario Dion
Assistant Commissioners
  Executive Services – John Rama
  Corporate Management – Gerry Hooper
  Personnel – Diane Dufresne
  Communications and Corporate Development – Brendan Reynolds
  Audit and Investigations – Irving Kulik

Historical Background

The *British North America Act* (1867) established and defined federal/provincial responsibilities for corrections. The *Penitentiary Act* (1868) established a federal penitentiary service. In 1978, the Canadian Penitentiary Service and the National Parole Service were amalgamated to form the Correctional Service of Canada.

Overall Responsibilities

The Correctional Service of Canada (CSC) is responsible for the administration of sentences by the courts which total two years or more and for the preparation of offenders for their successful return to the community. It actively encourages and assists offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control. These responsibilities extend from the time an offender is sentenced to the expiry of the sentence.

Organization and Programs

The CSC comprises six sectors.

Executive Services Sector

This Sector is responsible for ministerial liaison, the offender grievance system and the administration of access to information and privacy legislation.

Personnel Sector

Staff training, human resources, official languages, staffing reform, employee relations and other aspects of personnel operations are the responsibility of this Sector.

Corporate Management

This Sector provides a wide range of central services including financial management, information systems and controls, directives management and systems planning.

Communications and Corporate Development

The responsibilities of this Sector include communications planning and analyses, media relations and publishing, corporate policy planning, international development, program evaluation and research.

Audit and Investigations

All internal investigations and routine audits are the responsibility of this Sector.

Correctional Programs and Operations

This Sector looks after most aspects of offender management. Major branches include:

- Offender Programs
- Community and Institutional Operations
- Health Care Services
- Correctional Policy Planning and Interjurisdictional Affairs
- Technical and Inmate Services

Regional Offices

Atlantic
Terminal Plaza Building
1222 Main Street
Moncton, New Brunswick
E1C 1H6
(506) 857-6318

Quebec
3 Laval Place, 2nd Floor
Chomedey, Laval, Quebec
H7N 1A2
(514) 662-3330

Ontario
440 King Street West
P. O. Box 1174
Kingston, Ontario
K7L 4Y8
(613) 545-8289

Prairie
2002 Quebec Avenue
P. O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5
(306) 975-4850

Pacific
32315 South Fraser Way, Suite 600
P. O. Box 4500
Abbotsford, British Columbia
V2T 4M8
(604) 854-2500

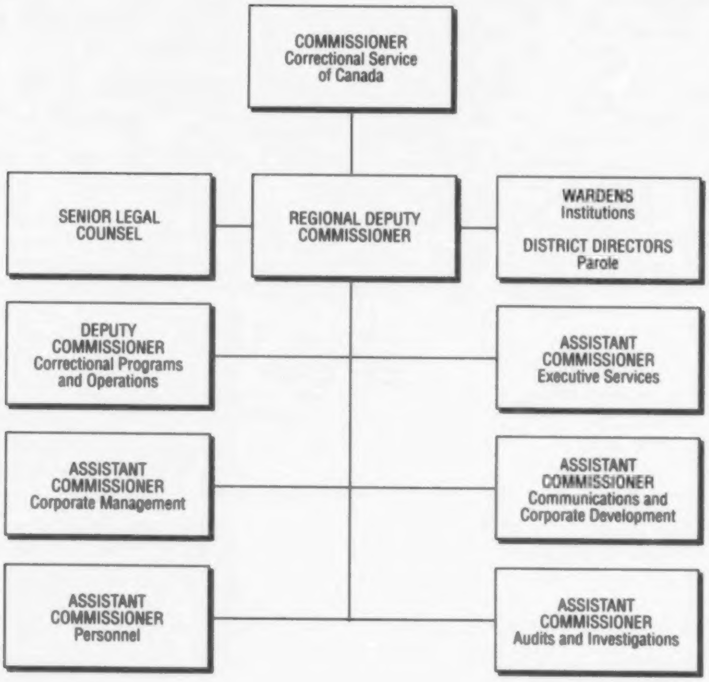
Parliamentary Committee

Standing Committee on Justice and the Solicitor General

Statutes

Penitentiary Act
Parole Act
Prisons and Reformatories Act
Transfer of Offenders Act
Criminal Code of Canada

Correctional Service Canada


COMMISSIONER
Correctional Service of Canada
SENIOR LEGAL COUNSEL
REGIONAL DEPUTY COMMISSIONER
WARDENS
Institutions
DISTRICT DIRECTORS
Parole
DEPUTY COMMISSIONER
Correctional Programs and Operations
ASSISTANT COMMISSIONER
Executive Services
ASSISTANT COMMISSIONER
Corporate Management
ASSISTANT COMMISSIONER
Communications and Corporate Development
ASSISTANT COMMISSIONER
Personnel
ASSISTANT COMMISSIONER
Audits and Investigations

National Parole Board

Head Office
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

General Inquiries
(613) 954-7474
(613) 954-6549 (Director of Communications)

Minister
Solicitor General of Canada

Principal Officers

Chairperson and Chief Executive Officer	– Fred E. Gibson, Q.C.
Vice-Chairperson	– Vacant
Appeal Division	
Chairperson	– Vacant
Senior Board Members	
Atlantic Regional Office	– J. Trevors
Quebec Regional Office	– P. Young
Ontario Regional Office	– F. Baines
Prairies Regional Office	– G. Bellavance
Pacific Regional Office	– K. Louis
Director of Communications	– B. Cloutier
Other Principal Officers	
Executive Director	– J. Siberry
Director General, Policy, Planning and Research Branch	– A. Himelfarb
Executive Secretary	– H. Chevalier
Regional Directors	
Atlantic	– E. Williams
Quebec	– S. Lavallée
Ontario	– S. Ferguson
Prairies	– N. Fagnou
Pacific	– F. Simmons

Historical Background

Until the turn of the century, clemency was unconditional. The royal prerogative was used for early release of offenders and no conditions were set. In 1899, the Parliament of Canada passed the *Ticket-of-Leave Act*, establishing conditional release, generally viewed as a way to bridge the gap between the control and the restraints of institutional life and the freedom and responsibilities of community life.

Case management, as the practice is now called, was established in 1901 with the creation of the Dominion Parole Officer. The administration of the *Ticket-of-Leave Act* was handled by officers of the Department of Justice. The Remission Branch was formed by the Department in 1913, and evolved into the Remission Service, the forerunner of the federal parole system.

In 1956, a federal Committee of Inquiry into the Remission Service (Fauteux Report) recommended the creation of the National Parole Board. Parole was now seen as a transition between incarceration and freedom and used as a control mechanism through community supervision and the sanction of revocation.

The Parole Act, proclaimed 15 February 1959, made the National Parole Board an independent administrative body within the Department of Justice. The NPB, an independent board whose members were appointed by the Governor in Council, now had the authority to grant, deny, terminate or revoke conditional release. Initially, the board consisted of five members located in Ottawa and was supported by a regional field staff known as the National Parole Service.

The Government Organization Act of 1966 created the Department of the Solicitor General, which included the Royal Canadian Mounted Police, Canadian Penitentiary Service (renamed Correctional Service of Canada in 1977) and the National Parole Board. Today, it also includes a Secretariat, the Canadian Security Intelligence Service (CSIS), the Inspector General of CSIS, the Public Complaints Committee (RCMP), the External Review Committee (RCMP) and the Correctional Investigator.

Overall Responsibilities

The National Parole Board's mandate is to:

- exercise exclusive authority for the conditional release of all federal inmates (serving a sentence of two years or more) and for those inmates in provincial custody where the province does not have a provincial parole board (other than Ontario, Quebec and British Columbia);
- make investigations and recommendations for pardons under the *Criminal Records Act* and for the exercise of the royal prerogative of mercy.

As part of the criminal justice system but remaining independent, the Board decides on conditional release and on recommendations for mercy. It contributes to the protection of society by helping to reintegrate offenders as law-abiding citizens.

Organization and Programs

The National Parole Board comprises as many as 36 full-time members appointed for up to ten years by the Governor in Council (the Cabinet) on the recommendation of the Solicitor General. One member serves as Chairperson and chief executive officer, another as Vice-Chairperson. In addition to the full-time members, temporary members, also appointed by the Council, replace absent members or assist with heavy case loads. Representatives from police forces, local governments, business and industry, professional associations, trade unions and community associations are also appointed as community members by the Solicitor General. They have the same authority as regular members.

There are four types of conditional release at the federal level: temporary absence (escorted or unescorted), day parole, full parole and mandatory supervision:

- a temporary absence, with or without escort, allows absences for medical, program or humanitarian reasons and is usually the first type of release to be granted;
- day parole provides participation in such community-based activities as education, employment, training or counselling. Offenders on day parole must return regularly (usually every night) to an institution or a halfway house;
- full parole allows the remainder of the sentence to be served under supervision in the community. While on parole, freedom is limited by both mandatory and special conditions. Parole supervisors monitor behaviour and offer support and guidance throughout the parole period;
- mandatory supervision is a conditional release over which the National Parole Board has only very limited authority.

The law allows most federal offenders to have time off for good behaviour called earned remission. It permits offenders who are not paroled to serve as much as the last third of their sentence under supervision in the community. The resulting release, called mandatory supervision, may have special conditions attached to it by the Board.

The National Parole Board, following a referral by the Correctional Service of Canada, has the authority to keep in custody until the end of the sentence, or place under strict residential conditions, offenders who are likely to commit an offence causing death or serious harm to another person if released on parole.

Risk is the most important factor in deciding about release. Guided by decision policies, the Board uses information from police, prosecutors, judges, officers of the Correctional Service of Canada, the offender, victims and others to assess risk. The Parole Act also requires the Board to decide, before release, whether an inmate has received maximum benefit from incarceration and whether such a release would aid the offender's reform and rehabilitation, thus contributing to public safety.

Clemency and pardons

The Criminal Records Act requires that the National Parole Board process applications for pardon. The Board ensures the appropriate inquiries are made, usually by the RCMP, and recommends whether a pardon is appropriate. Its recommendations are submitted to the Solicitor General, who refers them to the Cabinet for decision.

Regional Offices

Atlantic
1222 Main Street, 4th Floor
Moncton, New Brunswick
E1C 1H6
(506) 857-6345

Quebec
200 René-Lévesque Boulevard, 2nd Floor
Montreal, Quebec
H2Z 1X4
(514) 283-4584

Ontario
86 Clarence Street
P.O. Box 620
Kingston, Ontario
K7L 4X1
(613) 545-8351

Prairies
229 4th Avenue South, 6th Floor
Saskatoon, Saskatchewan
S7K 3X5
(306) 975-4228

Pacific
32315 South Fraser Way, Room 305
Abbotsford, British Columbia
V2T 1W6
(604) 854-2468

Parliamentary Committees

Standing Committee on Justice and Solicitor General

Statutes

Parole Act
Criminal Code
Criminal Records Act
Penitentiary Act
Prisons and Reformatories Act

Office of the Correctional Investigator Canada

Head Office
365 Laurier Avenue West, 3rd Floor
Ottawa, Ontario

Mailing Address
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5

General Inquiries
Toll free: 1-800-267-5982

Minister
Solicitor General

Principal Officers
Executive Director – E.J. McIsaac

Historical Background

The Office was established in 1973 under the *Inquiries Act.*

Overall Responsibilities

The Office investigates all complaints received from inmates, or filed on their behalf, as defined in the *Parole Act.*

The complaints may involve:

- issues relating to the confinement of inmates in penitentiaries;
- problems arising from inmate supervision when temporary absence, day parole, parole or mandatory supervision has been granted.

The complaint must also fall under the area of responsibility of the Solicitor General.

Organization and Programs

A small group of investigators and support staff carry out the Office's mandate.

Regional Offices

None

Parliamentary Committee

Standing Committee on Justice and
the Solicitor General

Royal Canadian Mounted Police

Head Office
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

General Inquiries
(613) 993-1085

Minister
Solicitor General of Canada

Principal Officers
Commissioner – N.D. Inkster
Deputy Commissioners
Operations – J.L.G. Favreau
Administration – R.G. Moffatt
Corporate Management – J.M. Shoemaker
Law Enforcement and Protective Services – G.W. Allen

Historical Background

The Royal Canadian Mounted Police was established in 1873 as the North-West Mounted Police by *An Act respecting the Administration of Justice, and for the establishment of a Police Force in the North West Territories* now known as the *Royal Canadian Mounted Police Act*.

The Force was set up to police a territory extending from the western boundary of Manitoba to the Rocky Mountains, then known as the North West Territories.

In 1920, its jurisdiction was extended to the whole of Canada; the name of the Force was changed to the Royal Canadian Mounted Police, and the headquarters was moved from Regina to Ottawa.

Overall Responsibilities

The RCMP derives its authority and responsibility from the *Royal Canadian Mounted Police Act* which establishes it as the federal police force. The RCMP's mandate is to prevent crime, enforce Canadian laws, and maintain peace, order and security. These responsibilities include:

- preventing, detecting and investigating offences against federal statutes;
- providing policing services in the provinces and territories with which the Force has a policing contract;
- providing investigative and protective services to protected persons, other federal departments and agencies; and
- providing all Canadian law enforcement agencies with specalized police training and research, forensic laboratory services, identification services and informatics technology.

Organization and Programs

The Enforcement Program of the RCMP comprises five activities.

Operations

This Program incorporates Enforcement Services, Aboriginal Policing Services, National Security Investigations, Drug Enforcement and Economic Crime and Foreign Services which includes the International Criminal Police Organization National Central Bureau otherwise known as Interpol Ottawa.

A part of Enforcement Services, the Crime Prevention and Victim Services section has become increasingly involved with community-based policing activities. It also helps victims in dealing with the criminal justice system. Enforcement Services is also concerned with the enforcement of approximately 600 federal statutes not assigned to specific directorates.

Police Services Under Contract deals with cost-shared services to all provinces and territories under signed agreements, both provincial and municipal. The contract policing function is a fundamental part of the RCMP's role in its overall law enforcement activities.

A War Crimes Investigations Unit has also been established. The RCMP is now co-operating with 17 countries in investigating events during the period 1939-1945 and allegations of crimes against humanity from Central and South America and Southeast Asia.

The Special Emergency Response Team has been developed to resolve terrorist hostage situations. The Team helps Canada meet international commitments towards curbing international politically motivated crimes.

The Drug Enforcement Program focusses on reducing supply and demand for drugs through a multi-faceted enforcement and drug awareness approach. Educational programs are conducted in schools and communities to reduce demand for illicit drugs.

A good example is the PACE (Police Assisting Community Education) project co-sponsored by the RCMP, the Nova Scotia Commission on Drug Dependency and the Ministry of the Solicitor General. This project provides a lesson package and prepares police officers to be classroom resource people in a drug education program aimed at grades five through nine.

The Economic Crime Directorate is concerned with major, financially motivated crimes such as fraud or embezzlement. This program also enforces the legislation which allows police to seize assets accumulated through criminal activity.

The Foreign Services Directorate provides support and assistance to all Canadian law enforcement agencies that need criminal information or assistance from foreign governments to further Canadian investigations or legal proceedings. The Directorate combines a network of RCMP liaison officers posted around the world with the network of the International Criminal Police Organization (ICPO or Interpol). Assistance is also provided to foreign police agencies requesting information to further their international investigations.

Law Enforcement and Protective Services
This Program provides technical expertise and operational support to all Canadian law enforcement agencies. This ensures that all Canadians have access to the latest police technology and services through their local police departments regardless of their size or budget.

The Forensic Laboratory Services have seven regional locations as well as a central laboratory in Ottawa. The labs provide forensic science services in alcohol, chemistry, toxicology, serology, hair and fibre, firearms, tool mark identification, document examination and photography. Current areas of development within laboratory services include identification by DNA analyses and bloodstain pattern analyses.

The Science and Technology Branch manages the Canadian Program of Science and Technology in Support of Law Enforcement. In conjunction with the National Research Council of Canada and the Canadian Association of Chiefs of Police, this Branch works to establish the Canadian Police Research Centre which will research, develop and commercialize equipment and products for the police community. Facilities for this new centre which opened in 1990 are located, in Ottawa, at both the National Research Council and the Headquarters of the RCMP.

Identification Services provides a national computerized repository for over 410 000 sets of fingerprints and the Canadian Police Information Centre which currently stores more than two million criminal records. These can be accessed, within seconds, by accredited Canadian law enforcement agencies on a 24-hour-a-day basis.

Other Identification Services include Firearms Registration, Fraudulent Cheque Section, the Missing Children's Registry and Photographic Services. All provide important information and support to police officers and their on-going investigations.

Protective Policing Directorate is concerned with VIP security and the technical security of electronic systems and electronic data processing (EDP). As well, it provides physical security inspections for federal government departments and departmental security.

The Directorate also collects information on Canadian bomb threats or incidents. Its mandate makes it responsible for security at ten international and eight major domestic airports. It participates directly with Transport Canada in developing and monitoring aviation and airport security regulations, standards and procedures.

Corporate Management
Six areas of management allow the Force to respond more effectively to the needs of government and the demands of emerging public policy issues.

The Corporate Services Directorate develops the strategic and corporate plans and policies for the Commissioner, conducts program evaluations and management studies and looks after corporate information systems.

The Audit Directorate ensures economy, efficiency and effectiveness in all aspects of administration and operations of the Force.

The Office of the Chief Financial Officer looks after the financial administration of the Force. It develops new financial policies, formulates budgets and develops and maintains all automated systems dealing with financial transactions within the RCMP.

The Public Affairs Directorate responds to public and media requests for information, co-ordinates public relations activities involving the Band and the Musical Ride, and publishes the *RCMP Quarterly* and *Gazette* as well as general publications in support of the Force's programs and services.

Information Access Directorate provides a centralized service to respond to requests for information under the *Access to Information Act* and *Privacy Act*. It also answers inquiries from the Solicitor General and other members of Parliament.

The Office of External Review and Appeals reviews members' disciplinary proceedings to advise the Commissioner on the appropriateness of the action taken.

Administration
All aspects of personnel administation, training, health services, services and supply, and official languages are managed by this area. These services support the field operations and respond to government requirements at all levels.

Regional Offices

B Division
P.O. Box 9700
Postal Station B
St. John's, Newfoundland
A1A 3T5

L Division
450 University Avenue
P.O. Box 1360
Charlottetown, Prince Edward Island
C1A 7N1

H Division
3139 Oxford Street
P.O. Box 2286
Halifax, Nova Scotia
B3J 3E1

J Division
P.O. Box 3900
Fredericton, New Brunswick
E3B 4Z8

C Division
4225 Dorchester Boulevard West
Westmount, Quebec
H3Z 1V5

A Division
400 Cooper Street
Ottawa, Ontario
K1A 0R4

O Division
225 Jarvis Street
Box 519, Adelaide Post Office
Toronto, Ontario
M5C 2M3

D Division
1091 Portage Avenue
Winnipeg, Manitoba
R3C 3K2

F Division
Bag Service 2500
Regina, Saskatchewan
S4P 3K7

K Division
P.O. Box 1320
11140 109th Street
Edmonton, Alberta
T5J 2N1

G Division
Bag 5000
Yellowknife, Northwest Territories
X1A 2R3

E Division
657 West 37th Avenue
Vancouver, British Columbia
V5Z 1K6

M Division,
4100 4th Avenue
Whitehorse, Yukon
Y1A 1H5

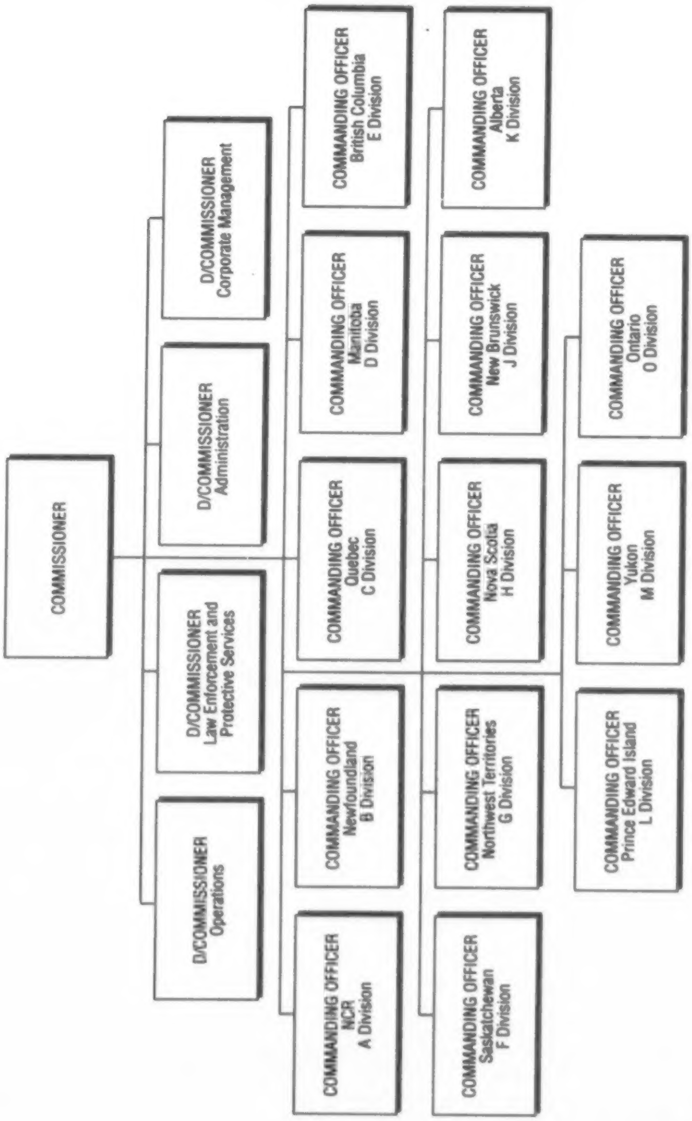
Parliamentary Committee

Standing Committee on Justice and Solicitor General

Statute

The Royal Canadian Mounted Police Act

Royal Canadian Mounted Police


COMMISSIONER
D/COMMISSIONER Operations
D/COMMISSIONER Law Enforcement and Protective Services
D/COMMISSIONER Administration
D/COMMISSIONER Corporate Management
COMMANDING OFFICER NCR A Division
COMMANDING OFFICER Newfoundland B Division
COMMANDING OFFICER Quebec C Division
COMMANDING OFFICER Manitoba D Division
COMMANDING OFFICER British Columbia E Division
COMMANDING OFFICER Saskatchewan F Division
COMMANDING OFFICER Northwest Territories G Division
COMMANDING OFFICER Nova Scotia H Division
COMMANDING OFFICER New Brunswick J Division
COMMANDING OFFICER Alberta K Division
COMMANDING OFFICER Prince Edward Island L Division
COMMANDING OFFICER Yukon M Division
COMMANDING OFFICER Ontario O Division

RCMP External Review Committee

Head Office
365 Laurier Avenue West, Room 900
Ottawa, Ontario

Mailing Address
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2

General Inquiries
(613) 998-2860

Minister
Solicitor General of Canada

Principal Officers

Deputy Minister	– The Honourable René J. Marin

Historical Background

The RCMP External Review Committee was created in 1985 by the *Royal Canadian Mounted Police Act*. It began effective operations in 1988.

Overall Responsibilities

The Committee is an independent and impartial quasi-judicial body established to review grievance cases, formal discipline appeals, and discharge and demotion appeals referred by the Commissioner of the RCMP.

Approximately 20 500 regular and civilian members of the RCMP, excluded from the jurisdiction of the Public Service Staff Relations Board in matters of grievances and appeals resolution, depend on the Committee for an independent review of their cases.

The Committee, as an agency independent from the RCMP and the Department of the Solicitor General, plays a national role in the development of human resource management within the policing community. This role is supported through ongoing consultation with various police forces, provincial authorities and the private sector.

Organization and Programs

The work of the Committee is divided into two broad categories.

Grievances and Appeals

This Directorate reviews files referred to the Committee. It:
- ensures that all necessary material is filed;
- briefs the Chairperson on the contents of the files; and
- co-ordinates the distribution of the Chairperson's findings and recommendations to the parties.

In addition, the Directorate:
- provides support to part-time members conducting hearings into matters referred to the Committee;
- maintains contact with the Staff Relations Branch, the Professional Directorate of the RCMP and the Divisional Staff Relations Representatives.

Research and Communications

Conducting research into issues identified during the case review process is the responsibility of this Directorate. As well, it provides:
- research into police human resource management issues;
- prepares the Committee's monthly communique;
- organizes the Committee's annual seminar;
- produces an annual report; and
- ensures that all material emanating from the Committee is translated and produced in both official languages.

Regional Offices

None

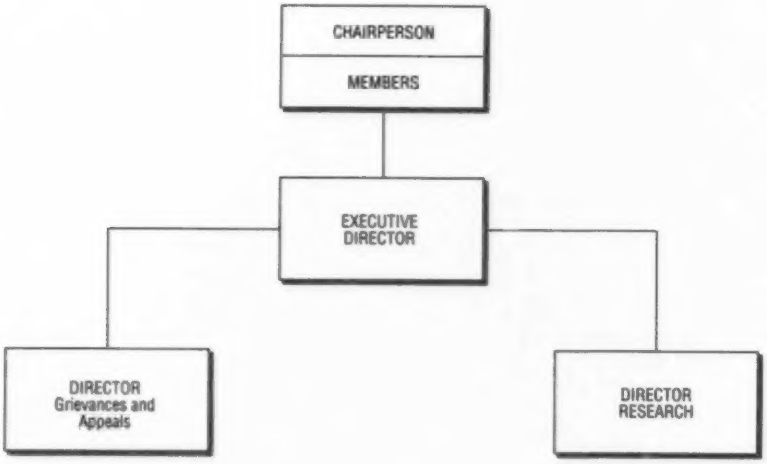
Parliamentary Committee

Justice and the Solicitor General

Statute

RCMP Act

RCMP External Review Committee


CHAIRPERSON
MEMBERS
EXECUTIVE DIRECTOR
DIRECTOR Grievances and Appeals
DIRECTOR RESEARCH

RCMP Public Complaints Commission

Head Office
60 Queen Street, 3rd Floor
Ottawa, Ontario

Mailing Address:
P.O. Box 3423
Postal Station D
Ottawa, Ontario
K1P 6L4

General Inquiries
(613) 952-1471

Minister
Solicitor General of Canada

Principal Officers
Chairperson – Richard Gosse
Vice-Chairperson – Fernand Simard
Part-time Members – Robert Barry Learmont
Graham W. Stewart
Blair Mitchell
Judith MacPherson
Gisele Côté-Harper
Gina Brannan
Graeme Haig, Q.C.
Kenneth A. Stevenson, Q.C.
The Honourable Mr. Justice S.V. Legg
L. Allan Williams, Q.C.
Rosemary Trehearne
John U. Bayly, Q.C.
Alternate Members – W. Allison MacRae
Earl Holt
Odette Snow
Jane Evans
Dave Zacharias
Lyman R. Robinson, Q.C.
John Wright
Lazarus Arreak
Executive Director – Bertrand Giroux
General Counsel – Pierre-Y. Delage
Director of Complaints – Paul McEwen
Senior Advisor, Communications – Jacques Genest
Senior Advisor, Policy, Planning and Research – Joanna Leslie

Historical Background

The RCMP Public Complaints Commission was established as a result of recommendations made in the 1976 Marin and the 1981 McDonald Commission reports.

Overall Responsibilities

The Commission is an independent administrative body responsible for receiving, reviewing and inquiring into complaints made by the public regarding the conduct of members of the RCMP, in the performance of their duties.

The Commission may also initiate an investigation where it considers there are reasonable grounds for such an action.

Organization and Programs

The Commission is composed of two full-time members, the Chairperson and Vice-Chairperson and part-time members, all of whom are appointed after consultation with the Minister responsible for policing in the relevant province or territory. Each part-time member may have an alternate.

In reviewing complaints, the Commission may conduct public hearings. It then prepares reports setting out findings and recommendations for the consideration of the Commissioner of the RCMP and the Solicitor General. Reports are also sent to the complainant and the RCMP member whose conduct is complained of.

An annual report is submitted to the Solicitor General of Canada.

Regional Offices

Prairie Provinces and Northwest Territories Regional Office
10060 Jasper Avenue, Suite 1909
P.O. Box 50
Edmonton, Alberta
T5J 3R8

British Columbia and Yukon Regional Office
Robson Court Building, Suite 970
840 Howe Street
Vancouver, British Columbia
V6Z 2L2

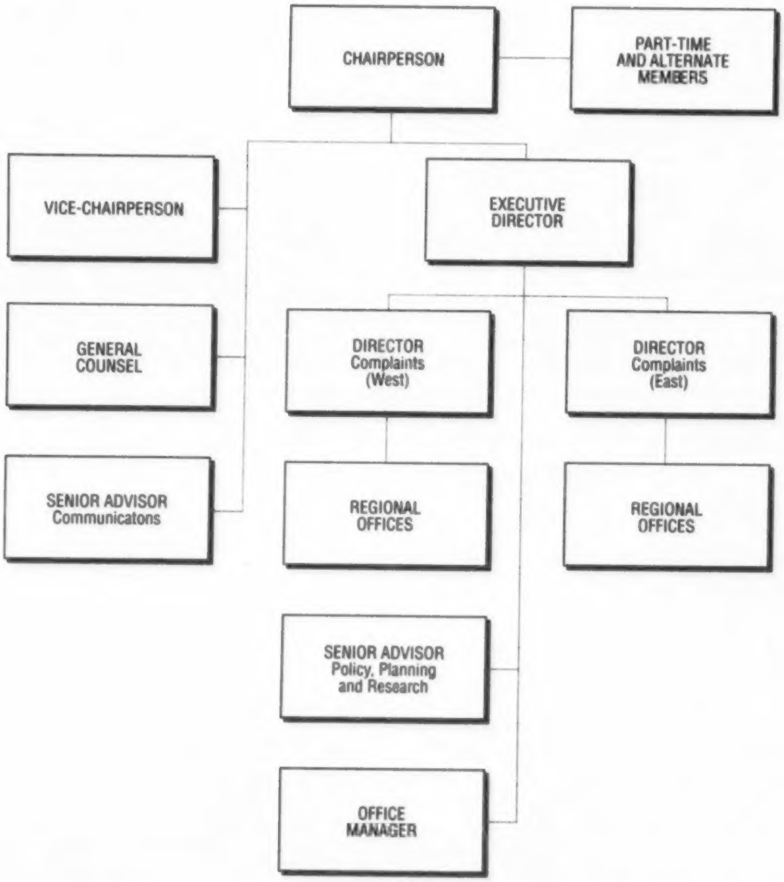
Parliamentary Committees

Standing Committee on Justice and the Solicitor General

Statute

RCMP Act

RCMP Public Complaints Commission


CHAIRPERSON
PART-TIME AND ALTERNATE MEMBERS
VICE-CHAIRPERSON
EXECUTIVE DIRECTOR
GENERAL COUNSEL
DIRECTOR Complaints (West)
DIRECTOR Complaints (East)
SENIOR ADVISOR Communicatons
REGIONAL OFFICES
REGIONAL OFFICES
SENIOR ADVISOR Policy, Planning and Research
OFFICE MANAGER

Supply and Services Canada

Legal Title
Department of Supply and Services

Head Office
Ottawa, Ontario
K1A 0S5

General Inquiries
(819) 997-6363

Minister
Minister of Supply and Services Canada

Principal Officers
Deputy Minister – Alan G. Ross (Acting)
Assistant Deputy Ministers
  Corporate Policy and Planning – J.B. Carruthers
  Supply Operations – C. Stedman
  Information Management Services – P.P. Janega (Acting)
  Governmental Operational Services – J.C. Stobbe
  Finance and Administration – S. Whiteley
Associate Assistant Deputy Minister, Information Management Services – P.P. Janega
Director General Communications and External Relations – G.K. O'Sullivan

Historical Background

Supply and Services Canada was established in 1969 under the *Department of Supply and Services Act*, following recommendations of the Royal Commission on Government Organization. The Glassco Commission, established in 1960, had recommended that a single common service agency be created to provide a range of services to other departments. This would lead to improved overall operational efficiency.

Overall Responsibilities

Supply and Services Canada is the chief purchasing agent and central accountant for the Government of Canada.

The Supply Program looks after:
- purchasing
- printing and publishing
- film and video services
- advertising management
- communications planning
- expositions
- traffic management
- industrial security
- distribution
- disposal of surplus government material

The Services Program covers the responsibilities of:
- the Receiver General for Canada
- the Public Service Payroll and Superannuation System
- financial management reporting systems
- accounting and administrative support
- central personnel records
- management consulting
- auditing services

Organization and Programs

The Department is organized into nine sectors.

Corporate Policy and Planning
In addition to developing departmental policies and procedures, this Sector:
- co-ordinates plans and strategies for departmental operations;
- oversees Internal Audit which develops and implements a management-oriented, comprehensive audit program;
- looks after the Corporate Secretary, parliamentary and Cabinet affairs and co-ordination;
- manages the Increased Ministerial Authority and Accountability (IMAA) Project;
- provides industrial base analyses and planning, to meet the requirements of the *Defence Production Act* and for federal-provincial co-operative initiatives;
- negotiates with Treasury Board on contract policy and other policies affecting departmental programs;
- develops and maintains programs for contract quality assurance; and
- conducts a comprehensive evaluation program on departmental operations.

Supply Operations
Six components provide acquisition services:
- Aerospace, Marine and Electronics Systems
- Science and Professional Services
- Industrial and Commercial Products
- Office Automation, Services and Information Systems
- Washington
- Europe

Services are provided along seven lines:
- Acquisitions (Appropriations) which administers and promotes the Unsolicited Proposals Program and Science Culture Canada;
- Communications (Appropriations) which manages the Canada Service Bureau program that produces the *Guide to Federal Programs and Services* and a telephone referral service that enables Canadians nationwide to obtain information of government programs and services free of charge;
- Traffic Management;
- Major Crown Projects;
- Stocked Item Supply;
- Crown Assets Distribution; and
- Emergency Planning and Preparedness

In addition, five regional directorates also deliver acquisitions services.

Information Management Services
This Sector provides expertise in information management and related technologies to all clients, including internal needs. It supports three primary areas: finance, personnel and asset management as well as other areas requested by clients.

Government Operational Services
In addition to managing the banking, accounting and financial reporting functions for the Receiver General, this Sector provides operational services including compensation, personnel and financial services to departments and agencies. Other services are provided on a cost-recovery basis.

Finance and Administration
This Sector provides:
- finance, administration, corporate and internal support systems
- departmental and contractor security
- statistical information and data management
- contracts settlement
- procurement and acquisition support system
- other related general corporate services

The Finance Service Line of the Sector manages:
- financial policies and systems
- accounting services
- financial planning
- resource analyses and reporting
- contractual cost accounting policies and practices
- contractual audit programs

Finance has focussed on improving the integrity of financial and costing data from the financial systems. This includes:
- upgrading older and less viable systems, such as those for billing and person-year resource reporting;
- revising its facilities management contract to reflect the need for more flexible services;
- preparing for the next generation of system software; and
- improving regional communications and the delivery of financial information.

Administration provides:
- accommodation management and operations
- materiel management
- word processing
- forms management and graphics
- library services
- administrative policies and procedures
- records management
- mail, messenger and distribution services

Administration has implemented several programs including:
- a centralized courier service in the National Capital Region;
- the Enhanced Exchange Wide Dial Telephone System in the National Capital Region;
- the Workplace Hazardous Material Information System; and
- capital assets inventory and planning.

Government Consulting and Audit Agency
This Sector is divided into two service lines.

Management Consulting provides consulting services to federal government departments and agencies, Crown corporations and provincial governments on an optional basis. Services are also extended to international agencies and foreign governments, under the mandates of the Canadian Commercial Corporation, External Affairs and the Canadian International Development Agency.

Consulting services provided include:
- financial management
- management information systems
- general management consulting fields
- international development support
- information technology
- project management research

The Audit Services Service Line investigates suspected impropriety and fraud, develops audit organization proposals and audit plans, and conducts audit training. Audit Services are provided on an optional basis.

Activities involve three types of comprehensive auditing:
- compliance auditing to determine whether an organization conforms with established authorities, policies and contractual requirements;
- attest auditing to express an expert opinion on the fairness of an organization's financial statements; and
- value-for-money auditing which determines whether resources have been managed economically, efficiently and effectively. It also comments on the

adequacy of systems designed to ensure consideration of these factors.

Other Initiatives
The Software Exchange Pilot Project, begun in 1988, encourages government departments and agencies to share government-owned applications software, information, documentation and related systems development investment. Client departments and agencies have widely supported the project.

Both Management Consulting and Audit Services supplement staff with personnel from the private sector. This brings in outside expertise and provides the private sector with opportunities for government work.

Communications and External Relations
This Directorate plans, manages and executes the Department's external and internal communications activities. It:
- provides communications advice to the Minister and senior department managers;
- assist with policy development and program implementation;
- ensures that regional considerations are taken into account in corporate communications activities; and
- delivers its communications services to the regional directorates through a network of communication advisors.

Human Resources Directorate
Providing personnel management services to managers and employees is the responsibility of this Directorate. It also manages the overall direction for the Department's human resource strategies. Services include:
- providing advice and support to management and employees on employee relations issues;
- human resource and career planning;
- staffing and classification;
- official languages;
- management and professional development; and
- program development and policy interpretation.

Legal Services
The General Counsel has a mandate from the Department of Justice to ensure that the interests of the Crown are adequately protected. The General Counsel offers a wide variety of legal services, including:
- drafting legislation and regulations administered by the Department and complex contracts for goods and services;
- reviewing contract submissions to Treasury Board; and
- approving documents relating to the assignment of Crown debts.

Lawyers within the Service actively participate in contract negotiations and provide legal advice and guidance on procurement policies, practices and procedures.

Regional Offices

- There are five regional directorates:
- Atantic
- Quebec
- Central
- Western
- Pacific

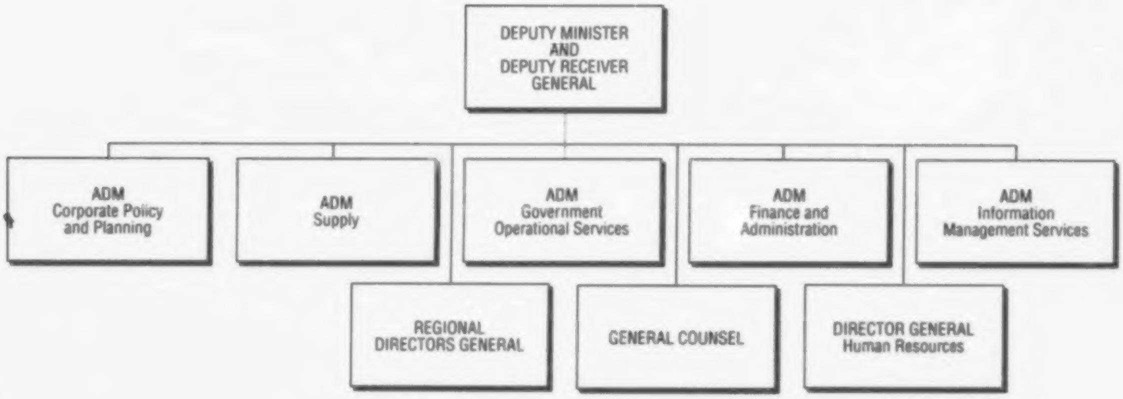
Parliamentary Committees

Standing Committee on Consumer and Corporate Affairs and Government Operations

Statutes

Department of Supply and Services Act
Defence Production Act
Surplus Crown Assets Act
Currency Act
Garnishment Attachment and Pension Diversion Act
National Film Act
Publication of Statutes Act
Royal Canadian Mint Act
Federal Provincial Fiscal Arrangements and Federal Post-secondary Education and Health Contributions Act
Trading with the Enemy Act

Supply and Services Canada


DEPUTY MINISTER AND DEPUTY RECEIVER GENERAL
ADM Corporate Policy and Planning
ADM Supply
ADM Government Operational Services
ADM Finance and Administration
ADM Information Management Services
REGIONAL DIRECTORS GENERAL
GENERAL COUNSEL
DIRECTOR GENERAL Human Resources

Royal Canadian Mint

Head Office
320 Sussex Drive
Ottawa, Ontario
K1A 0G8

General Inquiries
(613) 993-3500

Winnipeg Plant
520 Lagimodière Boulevard
Winnipeg, Manitoba
R2J 3E7
(204) 983-6400

Minister
Minister of Supply and Services Canada

Board of Directors

Chairperson of the Board	– James C. Corkery
President and Master of the Mint	– Maurice A.J. Lafontaine
Board Members	– Jacques Auger Patrick Binns Gerard D. Connolly Reg H. Dorrett Grant S. Holmes J. Ross Husband, Q.C. Shavak R. Madon Diane Roch John D. Rooke, Q.C.
Vice-President Human Resources	– Diana J. Beattie
Vice-President Manufacturing	– Denis M. Cudahy
Vice-President Marketing	– Jack J. Julien
Vice-President Administration and Finance	– John E. Uberig
Corporate Secretary and Senior Counsel	– Marguerite F. Nadeau

Historical Background

Before the mid-1800s, when colonial governments ruled Canada, the early settlers first engaged in bartering with beaver pelts, the most popular form of early Canadian "money." Then, a motley mixture of coins – evidence of Canada's complex political history – were used for business transactions: British guineas and sovereigns, American eagles, French louis d'or, Spanish doubloons and Portuguese gold.

With Canada about to become a Dominion, the need for a standard issue of coins became apparent. From 1858 to 1907, most issues of the country's coins were struck at the Royal Mint in London, England, with additional issues struck at Birmingham's Heaton Mint.

After countless discussions between representatives of the Government of Canada and the British government, the *Ottawa Mint Act* received Royal Assent in 1901.

Construction of the Mint began in 1905 and the first coin was struck in 1908. From 1908 until December 1931 the Mint operated as a branch of the Royal Mint and all of its staff were civil servants of the British government.

By the 1930s it became apparent that Canada should have complete administrative control of the Mint. An Act of Parliament, in 1931, established the Royal Canadian Mint as a branch of the Department of Finance.

In 1969, the Mint became a Crown corporation.

Over the years, additions and renovations were made to the Ottawa plant, and in 1975, a second plant was opened in Winnipeg.

Another significant development took place in October, 1989, when the Minister of Supply and Services purchased 4000 shares in the Royal Canadian Mint. This was part of a financial structuring that allows the Mint to apply its net earnings to meet operational requirements, replace capital assets, ensure its overall financial stability and pay a reasonable dividend to the shareholder.

Overall Responsibilities

The Royal Canadian Mint produces Canadian circulation and numismatic coins and conducts other profitable commercial and manufacturing activities.

Organization and Programs

Four divisions carry out the Mint's mandate.

Marketing

This Division merchandises the Mint's products and services throughout Canada and in over 60 countries. The Division is divided into four departments.

Foreign Coin Products and Refinery Services
Bidding and winning contracts from foreign countries requiring coinage from an outside source is the responsibility of this Department. The Mint also refines approximately 70 percent of Canada's annual gold production.

It strikes a variety of commemorative medals, lifetime achievement awards and organizational milestones for private and public sector clients including the Governor General and the Secretary of State. Another speciality area is the production of tokens and trade dollars.

Precious Metal Products
This Department markets the Mint's gold, silver and platinum maple leaf bullion investment coins.

Numismatic Products
Researching, developing and marketing Canadian collector coins, honouring events of national and international importance is the responsibility of this Department.

Communications and Research
This Department manages communications with Canadian and foreign publics to further the Mint's products and activities. The Research staff provides market analyses and identifies market opportunities.

Manufacturing
Two plants and two departments ensure the production of quality products for this Division.

Ottawa and Winnipeg Plants
The Ottawa Plant produces collector coins, bullion coins and other low-volume items. The Winnipeg Plant specializes in the high-volume production of circulation coins in Canada and many foreign countries. It also produces tokens and trade dollars.

Engineering Services
This Department provides technical expertise to Manufacturing and Marketing.

Engraving
Master tooling for coins, medals, tokens and promotional and display materials are provided by this Department.

Administration and Finance
Three departments manage this Division's affairs.

Management and Information Services (MIS)
This Department maintains the Mint's computer systems.

Finance
Financial, accounting and budgetary functions are the responsibility of this Department.

Administration
Purchasing, records management, mail processing and other office-related functions are provided by this Department.

Human Resources
Ensuring that the Mint is able to meet its current and future human resources needs is the responsibility of this Division. The Mint offers a variety of services to its personnel through two departments.

The Employee Relations and Compensation Department manages terms and conditions of employment, collective agreement interpretation and administration, grievances, arbitration and litigation, job evaluation, organizational design and compensation packages.

In addition to staffing, training and development, employee appraisal, official languages, employment equity and human resources planning, the Planning and Programs Department manages translations and access to information and privacy.

Corporate Secretary and Senior Counsel
The Corporate Secretary looks after minutes of all proceedings at board meetings and acts as custodian of the corporate seal and all corporate records. Senior Counsel provides legal advice on all legal implications of the Mint's business.

Internal Audit
This Division conducts internal audits to ensure that the Mint's human, financial and physical resources are managed economically and efficiently and its operations carried out effectively.

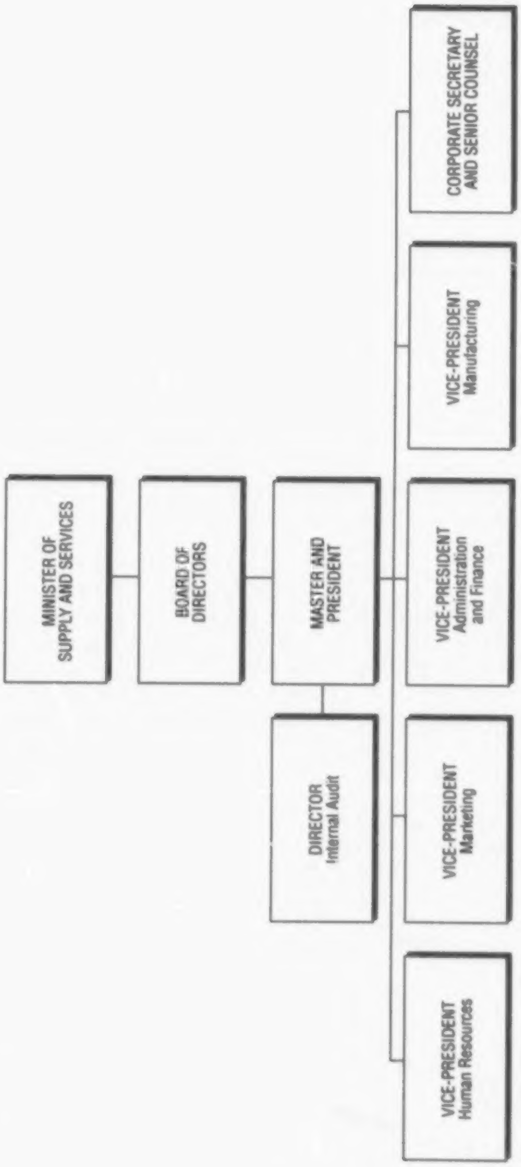
Regional Offices

None

Statutes

The Currency Act
The Royal Canadian Mint Act
The Government Organization Act
The Criminal Code Part XII

Royal Canadian Mint


MINISTER OF SUPPLY AND SERVICES
BOARD OF DIRECTORS
MASTER AND PRESIDENT
DIRECTOR Internal Audit
VICE-PRESIDENT Human Resources
VICE-PRESIDENT Marketing
VICE-PRESIDENT Administration and Finance
VICE-PRESIDENT Manufacturing
CORPORATE SECRETARY AND SENIOR COUNSEL

Transport Canada

Legal Title
Department of Transport

Head Office
Transport Canada Building
Place de Ville,
330 Sparks Street
Ottawa, Ontario
K1A 0N5

General Inquiries
(613) 990-2309

Ministers
Minister of Transport
Minister of State for Transport

Principal Officers
Deputy Minister of Transport – Glen Shortliffe
Senior Assistant Deputy Minister/
  Assistant Deputy Minister Marine/
    Commissioner Canadian
      Coast Guard – R.A. Quail
Assistant Deputy Ministers
  Personnel – Claude Bernier
  Finance – V.N. Malizia
  Policy and Co-ordination – K.A. Sinclair
  Aviation – David Wightman
  Surface – M. Desjardins-Chase
  Review – R.A.S. Jackson
  Airports – V.W. Barbeau
  D.G., Public Affairs – Rhoda Barrett
  D.G., Security and
    Emergency Planning – John Rodocanachi
  Inspector General
    Transportation Safety – D.H. Pratt
  Departmental
    General Counsel – R.J. Green
  Executive Director
    Inquiries Secretariat – D. Bell

Historical Background

The Department of Transport was established in 1936, bringing together the functions of the Department of Railways and Canals, the Department of Marine and Fisheries and the Civil Aviation Branch of the Department of National Defence.

The first *National Transportation Act* was passed by Parliament in 1967. A new *National Transportation Act* subsequently went into effect in 1988.

Overall Responsibilities

Transport Canada regulates and administers most transportation policies and programs in Canada. It is a corporate structure including Crown corporations and groups responsible for operations, policy and co-ordination, security and emergency planning and review and central services.

Organization and Programs

The department has four large operational groups that administer airports, aviation, marine and surface transportation programs.

The Airports Authority Group
This Group is involved in the operation of 222 Canadian land airports. It also provides fiscal assistance to various airports operated by other bodies.

The Aviation Group
In addition to responsibility for the technical regulation of civil aviation and the development and provision of air navigation services, this Group promotes aviation safety and security, and operates Transport Canada's flight services.

The Marine Group
This Group co-ordinates the functions of the Canadian Coast Guard (CCG), four Crown corporations engaged in marine pilotage work and the Canarctic Shipping Company Ltd.

The St. Lawrence Seaway Authority (SLSA) looks after the operation of the St. Lawrence Seaway, from the Port of Montreal to Lake Erie.

The Canada Ports Corporation supervises 15 major harbours and other harbour facilities.

The Surface Group
As well as looking after motor vehicle safety, railway safety and safe transportation of dangerous goods, this Group takes care of surface emergency planning and operational response to emergency situations.

Regional Offices

Newfoundland Region
Atlantic Place, Suite 608
215 Water Street, P.O. Box 69
St. John's, Newfoundland
A1C 6C9

Maritimes Region
46 Portland Street, 7th Floor
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2

95 Foundry Street, 5th Floor
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Quebec Region
Edifice Regional
700 Liegh Capreol
P.O. Box 500
Dorval, Quebec
H9R 5P8

200 René-Lévesque Boulevard, 6th Floor
Montreal, Quebec
H2Z 1X4

104 Dalhousie Street, Suite 414
Quebec, Quebec
G1K 4B8

Ontario Region
4900 Yonge Street, Suite 300
North York, Ontario
M2N 6A5

One Yonge Street, 21st Floor
Toronto, Ontario
M5E 1E5

L.B. Pearson International Airport
Administration Building
P.O. Box 6300
Toronto, Ontario
L5P 1B5

Manitoba/Saskatchewan Region
333 Main Street, 22nd Floor
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Alberta/Northwest Territories/Yukon Region
Canada Place
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Edmonton, Alberta
T5K 4E6

British Columbia Region
800 Burrard Street
P.O. Box 220
Vancouver, British Columbia
V6Z 2J8

Vancouver International Airport
P.O. Box 23750
Airport Postal Outlet
Richmond, British Columbia
V7B 1Y7

Parliamentary Committees

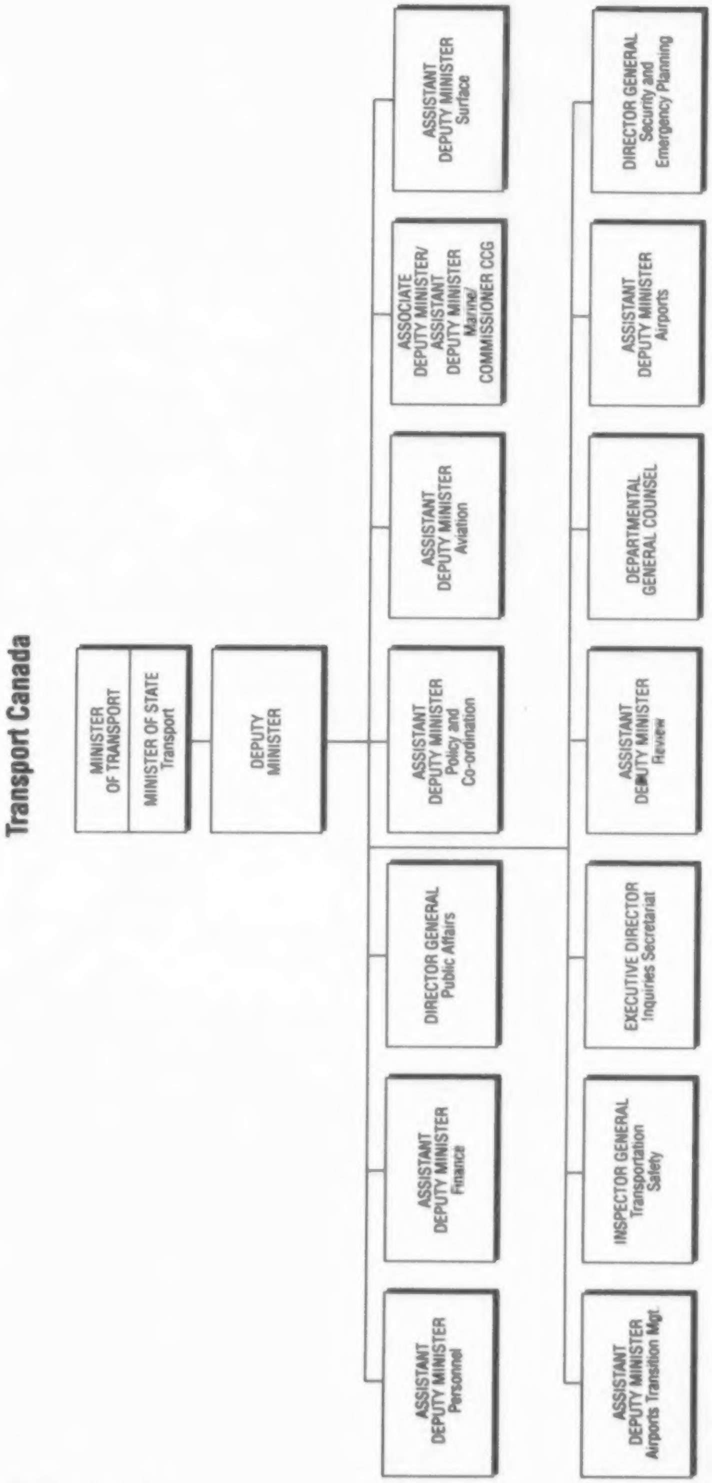
House of Commons Standing Committee on Transport
Senate Standing Committee on Transport and Communications

Statutes

Aeronautics Act
Act respecting regulations made pursuant to section 4 of the Aeronautics Act
Arctic Waters Pollution Prevention Act
Canada Shipping Act
Canadian Aviation Safety Board Act
Department of Transport Act
Government Railways Act
Hamilton Harbour Commissioners Act
Harbour Commissions Act
Intercolonial and P.E.I. Railways Employees' Provident Fund Act
Marine and Aviation War Risks Act
Maritime Code Act
Meaford Harbour Act
Montreal Port Wardens Act
Motor Vehicle Fuel Consumption Standards Act
Motor Vehicle Safety Act
Motor Vehicle Tire Safety Act
National Transportation Act
Navigable Waters Protection Act
Crows Nest Pass Agreement
International Rapids Power Development Act
Marine Atlantic Inc. Acquisition Authorization Act
Maritime Freight Rates Act
Motor Vehicle Transport Act, 1987
National Transcontinental Railway Act
Non-smokers Health Act
Railway Relocation and Crossing Act
St. Lawrence Seaway Authority Act
Shipping Conferences Exemption Act, 1987
Western Grain Transportation Act
Winnipeg Terminals Act

Acts with some Transport Canada implications:
Blue Water Bridge Authority Act, 1964-5
Bridges Act
Excise Tax Act
Government Property Traffic Act
National Energy Board Act
Public Works Act
Ste-Foy – St-Nicholas Bridge Act 1964-5
United States Wreckers Act

Transport Canada


MINISTER OF TRANSPORT
MINISTER OF STATE Transport
DEPUTY MINISTER
ASSISTANT DEPUTY MINISTER Personnel
ASSISTANT DEPUTY MINISTER Finance
DIRECTOR GENERAL Public Affairs
ASSISTANT DEPUTY MINISTER Policy and Co-ordination
ASSISTANT DEPUTY MINISTER Aviation
ASSOCIATE DEPUTY MINISTER/ ASSISTANT DEPUTY MINISTER Marine/ COMMISSIONER CCG
ASSISTANT DEPUTY MINISTER Surface
ASSISTANT DEPUTY MINISTER Airports Transition Mgt.
INSPECTOR GENERAL Transportation Safety
EXECUTIVE DIRECTOR Inquiries Secretariat
ASSISTANT DEPUTY MINISTER Review
DEPARTMENTAL GENERAL COUNSEL
ASSISTANT DEPUTY MINISTER Airports
DIRECTOR GENERAL Security and Emergency Planning

Canada Harbour Place Corporation

Head Office
999 Canada Place, Suite 690
Vancouver, British Columbia
V6C 3C1

General Inquiries
(604) 666-7200

Minister
Minister of Transport

Principal Officers

Chairperson of the Board	– Thomas G. Rust
Vice-Chairperson	– James D. Maw
Directors	– William Sleeman Diana Maughan James Green Peter Rose Ken Bream
Vice-President and Corporate Secretary	– Annette Antoniak
Director of Finance	– William Watson

Historical Background

Canada Harbour Place Corporation was established in 1982 to develop, manage and operate the facility at Pier B-C, in Vancouver. The site was to be used for Expo '86. Required facilities included a cruise ship terminal and the Canadian host pavilion. The Corporation was also to manage the participation of Canada as an exhibitor and host nation.

Overall Responsibilities

Following the completion of Expo '86, the role of the Corporation evolved into three essential functions: asset management, tenant management and public affairs.

The Corporation was also charged to increase the awareness of federal government responsibility for Canada Place.

Organization and Programs

Asset Management

This functional area manages the physical plant and property. It:

- operates the central plant which provides all of the services to the complex including light, heat, power and steam;
- maintains the building and ensures that it meets all the standards of a first-class development;
- provides building security including fire alarm and safety systems; and
- approves any structural changes to the building.

Tenant Management and Co-ordination

Canada Place is a complex operation with a number of major tenants. They include:

- Tokyu Canada Corporation, a subsidiary of Tokyu Corporation, a large Japan-based multi-national, which owns the World Trade Centre Office Tower and the Pan Pacific Vancouver Hotel;
- the Government of British Columbia, owner and operator of the Vancouver Trade and Convention Centre; and
- the Vancouver Port Corporation, owner and operator of the Cruise Ship Terminal.

Other tenants include the CN Imax Theatre, the Prow Restaurant, the various shops and food services tenants and the parking lot leased and operated by Citipark Corporation.

Public Affairs

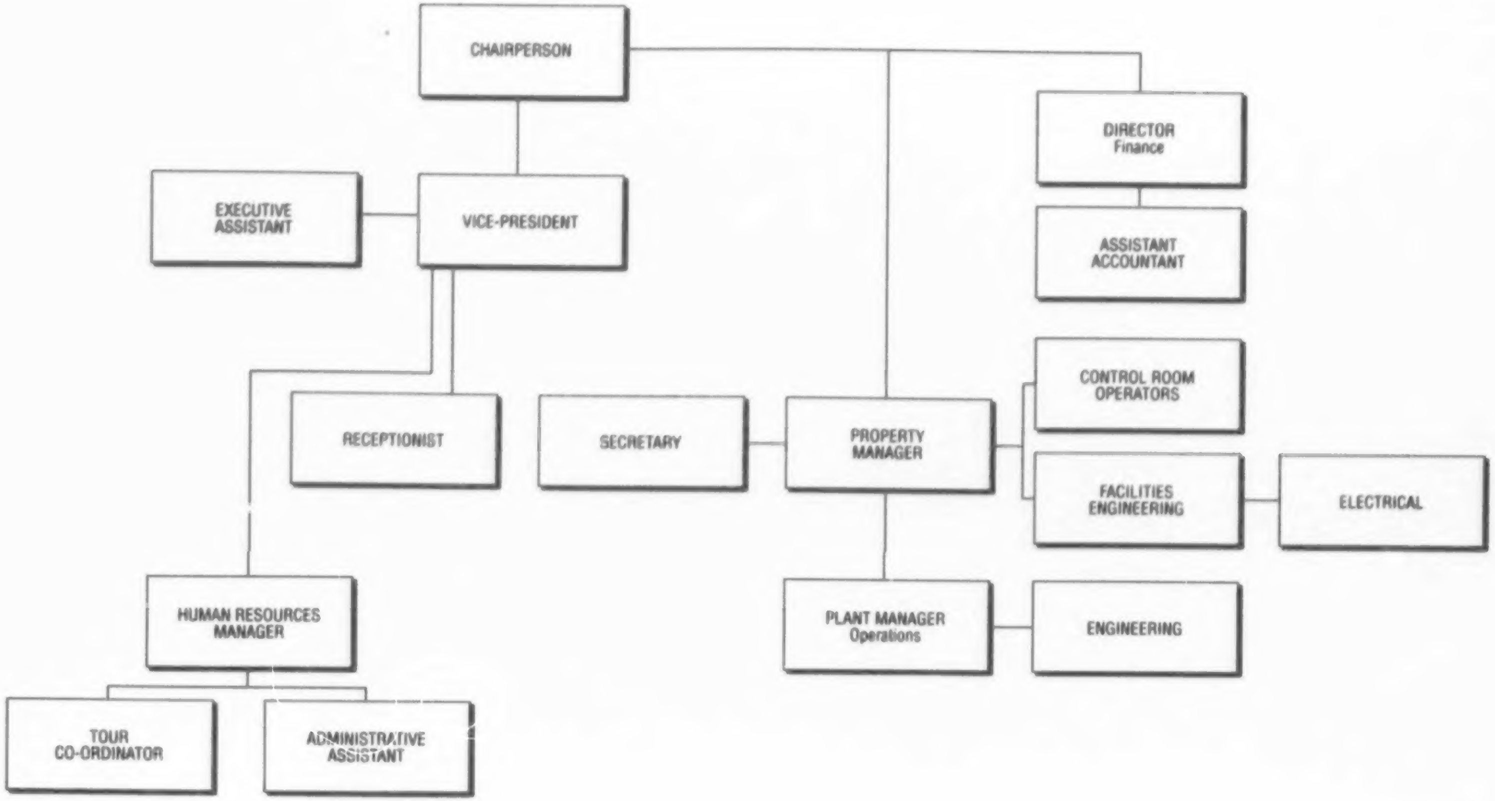
The most important public event undertaken by the Corporation is the Canada Day celebration at Canada Place. It also presents the Lighting of the Sails at Christmas and hosts daily tours of the facility for school children and tourists.

Other special events and community initatives take place throughout the year.

Regional Offices

None

Canada Harbour Place Corporation


CHAIRPERSON
EXECUTIVE ASSISTANT
VICE-PRESIDENT
DIRECTOR Finance
ASSISTANT ACCOUNTANT
CONTROL ROOM OPERATORS
RECEPTIONIST
SECRETARY
PROPERTY MANAGER
FACILITIES ENGINEERING
ELECTRICAL
HUMAN RESOURCES MANAGER
PLANT MANAGER Operations
ENGINEERING
TOUR CO-ORDINATOR
ADMINISTRATIVE ASSISTANT

Canadian National

Head Office
935 de La Gauchetière West
Montreal, Quebec

Mailing Address
Box 8100
Montreal, Quebec
H3C 3N4

General Inquiries
(514) 399-5430
Fax: (514) 399-5479/5586

Minister
Minister of Transport

Principal Officers
Chairperson of the Board – B.R.D. Smith, Victoria, British Columbia
President and Chief Executive Officer – R.E. Lawless, Beaconsfield, Quebec
Board Members
  A.J. Bentley, Saskatoon, Saskatchewan
  J. Brouwer, West Vancouver, British Columbia
  G.T.H. Cooper, Halifax, Nova Scotia
  G. Coulombe, Montreal, Quebec
  E. Demkiw, Vegreville, Alberta
  J. Johnson, Winnipeg, Manitoba
  E.A. Mascoll, Toronto, Ontario
  M. Mayer, Montreal, Quebec
  Y. Poitras, St. Quentin, New Brunswick
  F.J. Ryan, St. John's, Newfoundland
Senior Vice-President and Chief Operating Officer – J.H.D. Sturgess
Senior Vice-President and Chief Financial Officer – Y.H. Masse
President, Grand Trunk Corporation – G.L. Maas
President and Chief Operating Officer, CN Investment – T. Cedraschi
Group Vice-President – W.H. Morin
Senior Vice Presidents
  Western Canada – R.A. Walker
  Operations – J.P. Kelsall
  Marketing – P.A. Clarke
Vice-Presidents
  Atlantic Region – M.A. Blackwell
  Law – R. Boudreau
  Prairie – F.D. Campbell
  Great Lakes Region – A.E. Deegan
  Public Affairs and Advertising – B.E. Ducey
  Planning and Co-ordination – B.E. Horsman
  St. Lawrence Region – J.R. Lagacé
  Employee Relations – J.P. Laroche
  Internal Audit – G. Maroulis
  Government Affairs – D.E. Todd
  CANAC TELECOM – J.B.C. Cullen
President and Chief Executive Officer, CANAC INTERNATIONAL – M.L. De Pellegrin
President, CN Real Estate – H.D. Tipple
President, CN Exploration – W.H. Waddell

Historical Background

Canadian National's roots trace back more than a century and a half to Canada's first railway, a 23.2 km line from Laprairie to Saint Jean, Quebec. Later, after an energetic spate of railway building in Canada, a number of companies encountered financial difficulty, with revenue not covering the cost of building or operating lines.

After World War I, the overbuilding culminated in a crisis, and the federal government amalgamated and nationalized the troubled companies to form the Canadian National Railway Company Limited, in 1919.

Canadian National (CN) took over railways whose debts had been guaranteed by the State. The government of the day wanted to undertake its financial responsibility without interfering with the day-to-day running of a competitive transportation concern.

Overall Responsibilities

CN is a Crown corporation providing rail-based transportation, distribution and related services to Canadian industry.

From the start, CN has worked on a commercial basis. It united all its constituent parts in a single system under a politically undisturbed management.

Today, CN is self-supporting. It aims to make enough profit to stay competitive and viable over the long term.

Organization and Programs

CN operates Canada's largest railway system, with 33 000 km of main track in eight provinces and 71 286 units of rolling stock. The railway is an acknowledged technological leader – developing new ways to operate more productively and to improve the quality of service.

CN's rail subsidiary in the United States, Grand Trunk Corporation, serves the U.S. Northeast and Midwest, and connects CN lines in Canada with the increasingly important U.S. transborder market.

CN's non-rail activities include the development of its real estate, mineral and petroleum resources. It also offers transportation and telecommunication equipment and consulting services worldwide.

CN has four main subsidiaries.

CN Real Estate
Managing and developing CN's property assets across Canada are the responsibility of this Company. This includes the Metro Toronto Convention Centre and the Toronto Dominion Centre in Manitoba. It is actively developing railway lands at Toronto's waterfront and the Pacific Centre in Richmond, British Columbia.

CN Exploration
This Company develops oil and other mineral resources in areas where the Corporation holds mineral rights, mainly in Saskatchewan.

CANAC INTERNATIONAL
CANAC supplies technical and operational railway and telecommunication expertise and equipment, through contracts with businesses and governments around the world.

The CN Tower
Located in Toronto, the Tower is a telecommunications centre as well as an important tourist attraction and a national landmark.

Regional Offices

Atlantic Region
CN Terminal Building
1234 Main
Moncton, New Brunswick
E1C 1H7
(506) 853-2121

St. Lawrence Region
1060 University Street
Montreal, Quebec
H3B 3A2
(514) 399-5430

Great Lakes Region
277 Front West
Toronto, Ontario
M5V 2X7
(416) 860-2000

Prairie Region
123 Main
Winnipeg, Manitoba
R3C 2P8
(204) 988-8839

Mountain Region
10004 104th Avenue
Edmonton, Alberta
T5J 0K2
(403) 421-6338

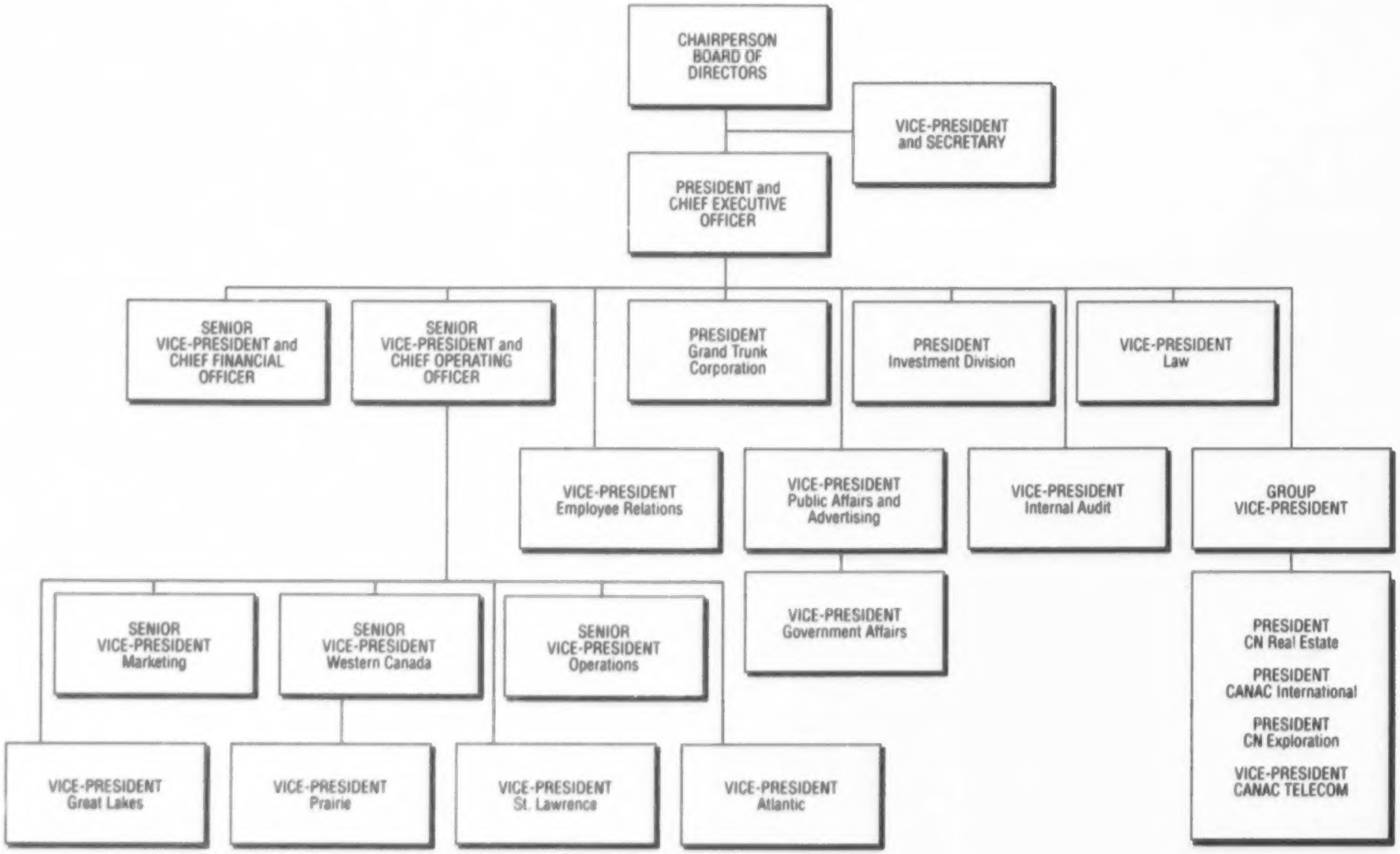
Parliamentary Committee

Standing Committee on Transport and Communications

Statutes

Canadian National Railways Act
Canadian National Capital Revision Act
Railway Act
Railway Safety Act
National Transportation Act
Canadian Transportation Accident Investigation and Safety Board Act

Canadian National


CHAIRPERSON BOARD OF DIRECTORS
VICE-PRESIDENT and SECRETARY
PRESIDENT and CHIEF EXECUTIVE OFFICER
SENIOR VICE-PRESIDENT and CHIEF FINANCIAL OFFICER
SENIOR VICE-PRESIDENT and CHIEF OPERATING OFFICER
PRESIDENT Grand Trunk Corporation
PRESIDENT Investment Division
VICE-PRESIDENT Law
VICE-PRESIDENT Employee Relations
VICE-PRESIDENT Public Affairs and Advertising
VICE-PRESIDENT Internal Audit
GROUP VICE-PRESIDENT
SENIOR VICE-PRESIDENT Marketing
SENIOR VICE-PRESIDENT Western Canada
SENIOR VICE-PRESIDENT Operations
VICE-PRESIDENT Government Affairs
PRESIDENT CN Real Estate
PRESIDENT CANAC International
PRESIDENT CN Exploration
VICE-PRESIDENT CANAC TELECOM
VICE-PRESIDENT Great Lakes
VICE-PRESIDENT Prairie
VICE-PRESIDENT St. Lawrence
VICE-PRESIDENT Atlantic

Marine Atlantic Inc.

Head Office

100 Cameron Street
Moncton, New Brunswick
E1C 5Y6

General Inquiries

(506) 851-3600

Minister

Minister of Transport

Principal Officers

Chairperson of the Board – A.K. Scales, Q.C.
Board Members – P.W. Oland
T.W. Ivany
C. Collingwood
C.A. Crewe
G.R. Elliott
J.M. Forrestall
F.G. Grondin
J.A. Hudson
D. Humphrey
K. MacKenzie
S. MacLeod, Jr.
B. Robichaud
N. van Duyvendyk
R.D. Wilton
President and Chief Executive Officer – T.W. Ivany
Senior Vice-President – C.R. Kelley
Vice-Presidents
  Law – J.L. Brean, Q.C.
  Public Affairs and Marketing – M.R. Gushue
  Marine Services – P.A. Heathcote
  Gulf and Coastal Services – D.G. Newman
  Prince Edward Island and Fundy Services – M.O. Ryder
  Finance and Administration – D.J. Weaver
Director General, Special Duties – G.J. James
Director, Public Relations – T.G. Bartlett

Historical Background

The first attempts to maintain a regular winter service between Prince Edward Island and the mainland occurred in 1775. When P.E.I. joined Confederation in 1873, one of the terms of the union guaranteed a year-round ferry link with the mainland. Fifty years later the responsibility for operating the ferry service was transferred to a relatively new Crown corporation, Canadian National Railways, founded in 1919.

By 1900, regular steamship service was provided along the coastline of Newfoundland and Labrador and across the Cabot Strait to North Sydney, Nova Scotia. Newfoundland's transportation system was developed by an ambitious entrepreneur named Sir Robert Reid. The company was not a financial success and was taken over by the Newfoundland government in 1923.

When Newfoundland became the tenth Canadian province in 1949, the terms of union specified year-round ferry service to the mainland. Provision was also made for the coastal boat service. Canadian National Railways was given control of the Newfoundland Railway and the coastal and gulf steamship services.

Over the years, the company operating the ferry services has gone through as many changes as the fleet itself. In 1973, Canadian National established East Coast Marine and Ferry Service as a separate marine department. This marked the first time that all ferry services had been administered under one unit.

The name of that department was changed to CN Marine in 1976, and the following year it became a wholly-owned Canadian National subsidiary. The company operated as such until 1985, when the federal government gave authorization for CN Marine to act as a fully independent Crown corporation with its own board of directors and management. The name Marine Atlantic was adopted in September 1986.

Overall Responsibilities

Marine Atlantic Inc. is a Crown corporation based in Atlantic Canada. It provides year-round water transportation links with Prince Edward Island and Newfoundland and short, time-saving routes across the Bay of Fundy and the Gulf of Maine. It also maintains vital coastal connections between isolated outports of Newfoundland and Labrador.

The Corporation's operations have a strong impact on the regional economy. It creates jobs, purchases goods and services, promotes tourism and is actively involved in the communities.

Organization and Programs

Marine Atlantic is divided into eight operating divisions:

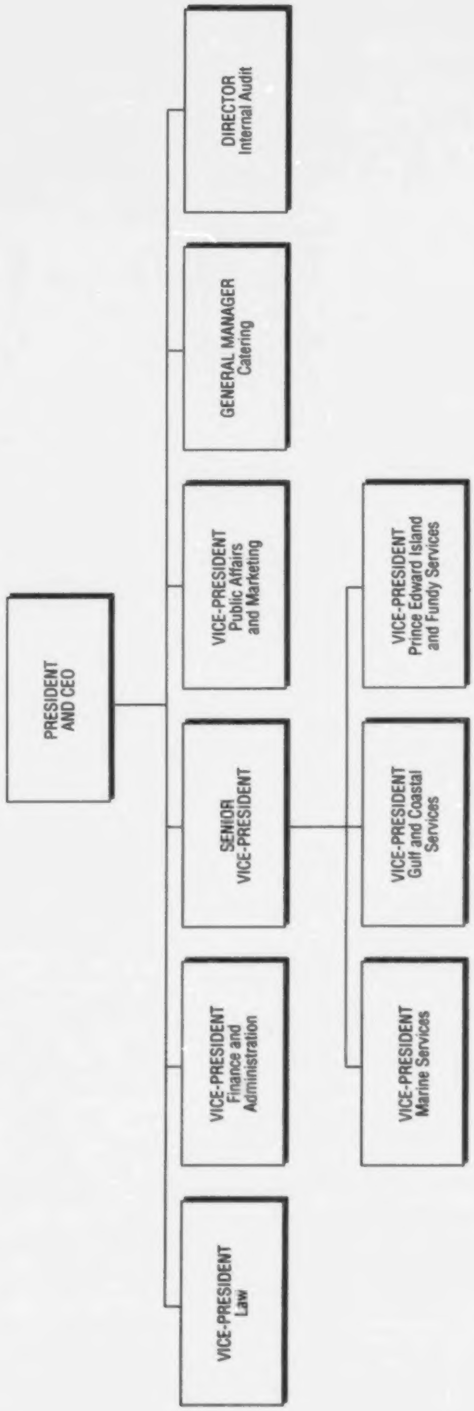
- Law
- Finance and Administration
- Marine Services
- Gulf and Coastal Services
- Prince Edward Island and Fundy Services
- Public Affairs and Marketing
- Catering
- Internal Audit

Regional Offices

Scotia Centre
235 Water Street, 6th Floor
St. John's, Newfoundland
A1C 5R4

Kent Place
180 Kent Street, 2nd Floor
Charlottetown, Prince Edward Island
C1A 1N9
(902) 566-7059

Marine Atlantic Inc.


PRESIDENT AND CEO
VICE-PRESIDENT Law
VICE-PRESIDENT Finance and Administration
SENIOR VICE-PRESIDENT
VICE-PRESIDENT Public Affairs and Marketing
GENERAL MANAGER Catering
DIRECTOR Internal Audit
VICE-PRESIDENT Marine Services
VICE-PRESIDENT Gulf and Coastal Services
VICE-PRESIDENT Prince Edward Island and Fundy Services

National Transportation Agency of Canada

Legal Title
National Transportation Agency

Head Office
15 Eddy Street
Hull, Quebec

Mailing Address
Ottawa, Ontario
K1A 0N9

General Inquiries
(819) 997-0344

Minister
Minister of Transport

Members

Chairperson and Chief Executive Officer – The Honourable Erik Nielsen
Vice-Chairperson – Micheline Beaudry
Craig S. Dickson
Nicolle Forget
James D. Mutch
Edmund J. O'Brien
Keith Penner
Kenneth Ritter
Edward Weinberg
George C. Minaker (temporary)

Principal Officers

Executive Director – Keith Thompson
Director General Dispute Resolution Branch – Amelita Armit
Secretary – Suzanne L. Clément
Director General Market Entry and Analysis Branch – Gavin Currie
Director General Transportation Subsidies Branch – Mike Parry
Director General Human Resources Branch – André Poulin
Director General Corporate Management and Regional Operations Branch – Doug Rimmer
General Counsel – Marie-Paule Scott

Historical Background

The National Transportation Agency of Canada (NTA) was established through the *National Transportation Act, 1987* which came into full effect on 1 January 1988. It replaces the Canadian Transport Commission which had been in existence for 20 years.

Overall Responsibilities

The objective of the Act is to encourage a safe, economic, efficient and adequate transportation system in Canada. The NTA is responsible for the economic regulation of that transportation system.

As an independent agency, the NTA has all the powers, rights and privileges of a superior court in Canada.

Organization and Programs

The Chairperson is the Agency's Chief Executive Officer who is responsible for supervising and directing the work of members of the Agency and its staff.

In addition to the Chairperson, the NTA consists of a Vice-Chairperson and a maximum of seven other permanent members, all appointed by the Governor in Council. At least one Agency member must represent each region of Canada, namely: the Pacific, the Prairies, Ontario, Quebec and the Atlantic. Up to six additional members may be temporarily appointed to the Agency. The role of the members is to render NTA decisions.

The Executive Director is the Chief Operating Officer responsible to the Chairperson for the overall management of the general operations of the Agency and of its staff. The role of staff is to provide the members with advice and support.

The Market Entry and Analysis Branch

This Branch is responsible for licensing of:

- Canadian and foreign air carriers operating in Canada,
- Canadian air carriers operating internationally, and
- northern marine resupply services.

It issues rail certificates of fitness or public convenience and necessity, and assesses waivers with respect to the coasting trade. This Branch also monitors the economic impact of regulatory reform and participates in the negotiation of international air agreements. NTA regional enforcement officers are located in Vancouver, Whitehorse, Thunder Bay, Toronto, Montreal and Moncton.

Dispute Resolution Branch

This Branch helps resolve rate and service disputes between carriers and shippers or travellers in all modes of transportation by providing the following services: formal and informal investigations; rail competitive access provisions (competitive line rates and interswitching); mediation; and final offer arbitration. Other areas of responsibility are the rail infrastructure program, acquisitions and mergers involving transportation, pilotage tariffs, regulation of international air tariffs, regulation of northern marine tariffs, administration of the *Shipping Conferences Exemption Act*, 1987, and the regulation of transportation facilities, equipment and services provided to travellers with disabilities in Canada.

Transportation Subsidies Branch
This Branch administers subsidy and related rate-setting programs that determine appropriate compensation for various services provided by eligible transportation companies. It also evaluates proposals from railways to rationalize their network, and monitors rail investment for Western grain transportation.

Legal Services Branch
This Branch provides legal advice to the members and staff of the NTA. It also acts as legal representative for the NTA at meetings, conferences, public hearings, inquiries and, when required, at judicial proceedings in the federal and supreme courts.

Corporate Management and Regional Operations Branch
The design and operation of the Agency's management information systems are the responsibility of this Branch. It supports Agency programs in the areas of informatics, records management, finance, administration, internal audit and communications. It also co-ordinates the programs and functions of the regional offices.

Human Resources Branch
This Branch develops and implements personnel administration and official languages policies, systems and programs. It also ensures that the management of human resources is in accordance with policies established by the central agencies.

The Secretariat
The Secretariat is responsible for recording NTA decisions and orders; editing, reviewing, producing and issuing decisions, orders, reports and notices; and drafting and processing regulations in accordance with government policy. It also plans Agency meetings, maintains parliamentary liaison, administers public hearings and inquiries, co-ordinates all translation services as well as ministerial and executive correspondence and produces the quarterly ministerial briefing notes.

Regional Offices

Pacific Region
Suite 1836, Royal Centre
1055 West Georgia Street
Vancouver, British Columbia
V6E 3P3
Tel: (604) 666-2050
Fax: (604) 666-3377

Northern Region
Suite 304, Mezzanine Level
Air Terminal Building
Whitehorse Airport
Whitehorse, Yukon
Y1A 3E4
Tel: (403) 668-4453
Fax: (403) 668-7954

Western Region
Third Floor
350 Third Avenue North
Saskatoon, Saskatchewan
S7K 6G7
Tel: (306) 975-5201
Fax: (306) 975-5206

Ontario Region
28 North Cumberland Street
Thunder Bay, Ontario
P7A 4K9
Tel: (807) 345-3534
Fax: (807) 345-8045

Quebec Region
Suite 605
606 Cathcart Street
Montreal, Quebec
H3B 1K9
Tel: (514) 283-7620
Fax: (514) 283-9702

Atlantic Region
Assumption Place
770 Main Street
Moncton, New Brunswick
E1C 9L5
Tel: (506) 851-7444
Fax: (506) 851-7105

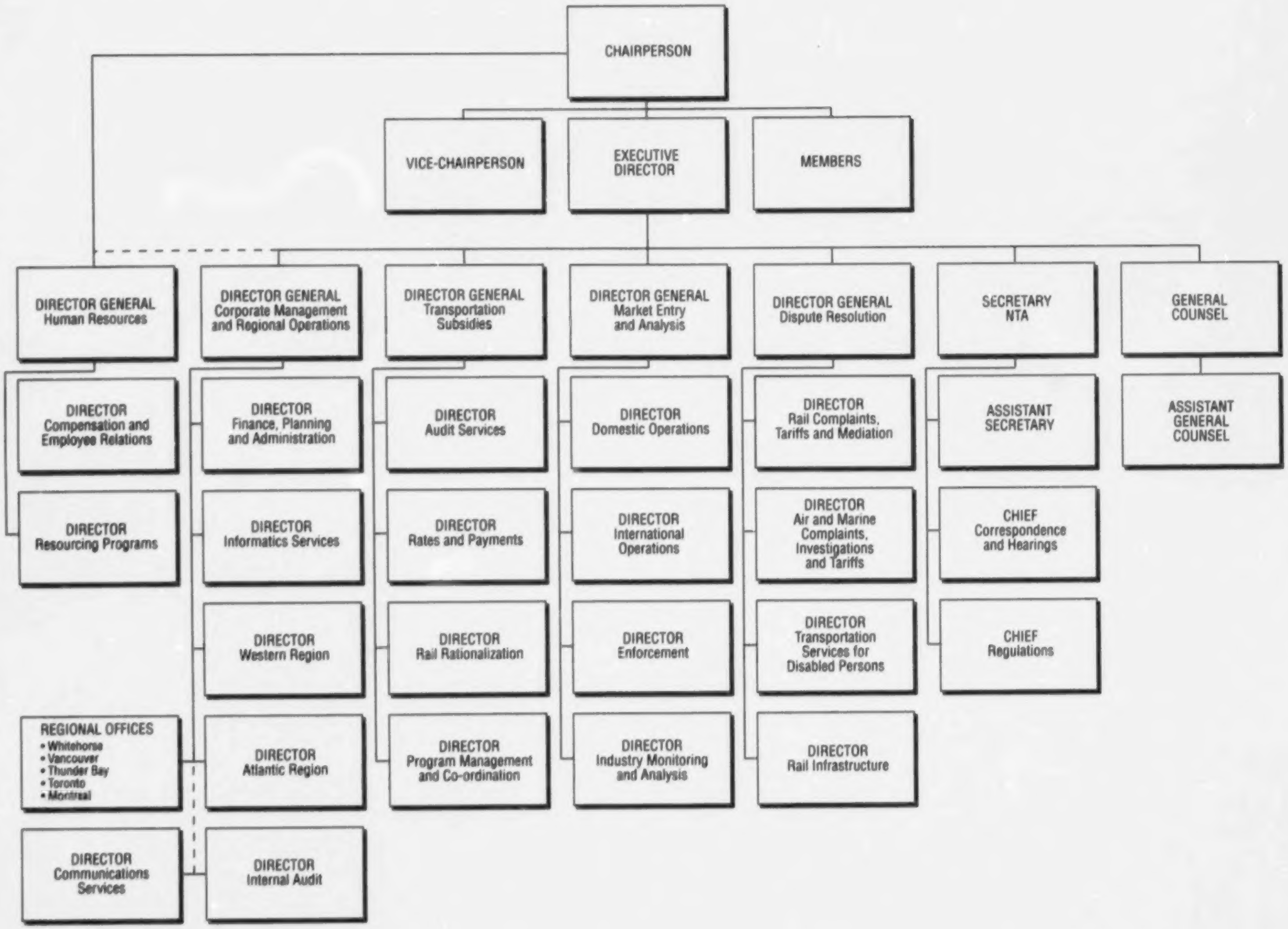
Parliamentary Committees

Standing Committee on Transport

Statutes

National Transportation Act, 1987
Shipping Conferences Exemption Act, 1987
Railway Act
Motor Vehicle Transport Act
Western Grain Transportation Act
Maritime Freight Rates Act
Atlantic Region Freight Assistance Act
Aeronautics Act
Canadian National Railways Act
Energy Supplies Emergency Act, 1979
Railway Relocation and Crossing Act
Pilotage Act
National Energy Board Act
St. Lawrence Seaway Authority Act

National Transportation Agency of Canada


CHAIRPERSON
VICE-CHAIRPERSON
EXECUTIVE DIRECTOR
MEMBERS
DIRECTOR GENERAL Human Resources
DIRECTOR Compensation and Employee Relations
DIRECTOR Resourcing Programs
DIRECTOR GENERAL Corporate Management and Regional Operations
DIRECTOR Finance, Planning and Administration
DIRECTOR Informatics Services
DIRECTOR Western Region
DIRECTOR Atlantic Region
DIRECTOR Internal Audit
REGIONAL OFFICES
• Whitehorse
• Vancouver
• Thunder Bay
• Toronto
• Montreal
DIRECTOR Communications Services
DIRECTOR GENERAL Transportation Subsidies
DIRECTOR Audit Services
DIRECTOR Rates and Payments
DIRECTOR Rail Rationalization
DIRECTOR Program Management and Co-ordination
DIRECTOR GENERAL Market Entry and Analysis
DIRECTOR Domestic Operations
DIRECTOR International Operations
DIRECTOR Enforcement
DIRECTOR Industry Monitoring and Analysis
DIRECTOR GENERAL Dispute Resolution
DIRECTOR Rail Complaints, Tariffs and Mediation
DIRECTOR Air and Marine Complaints, Investigations and Tariffs
DIRECTOR Transportation Services for Disabled Persons
DIRECTOR Rail Infrastructure
SECRETARY NTA
ASSISTANT SECRETARY
CHIEF Correspondence and Hearings
CHIEF Regulations
GENERAL COUNSEL
ASSISTANT GENERAL COUNSEL

Ports Canada

Legal Title
Canada Ports Corporation

Head Office
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6

General Inquiries
(613) 957-6787

Minister
Minister of Transport

Principal Officers

Chairperson of the Board	– A.R. Huntington
President and Chief Executive Officer	– Jean Michel Tessier
Executive Vice-President	– Hassan J. Ansary
Vice-President, Finance and Administration	– Robert Tytaneck
Vice-President, Legal/Realty	– Warren McCrimmon
Director General, Police and Security	– Christos Sampson
Director, Information and Communications	– George Simms

Historical Background

In 1936, the National Harbours Board (NHB) was created to administer the ports of Montreal, Quebec, Trois-Rivières, Chicoutimi, Halifax, Saint John and Vancouver. Prescott, Port Colborne and Churchill joined in 1937, as did St. John's (1965), Belledune (1967), Prince Rupert (1972), Sept-Iles (1973) and Baie des Ha! Ha! (1973).

The *Canada Ports Corporation Act* created the Canada Ports Corporation in 1983. The objective of the legislation was to create a balance between the need for ports to operate within a national framework, and the need to ensure responsiveness to local conditions.

Overall Responsibilities

The Canada Ports Corporation is governed by a board of directors composed of a chairperson, vice-chairperson, president and chief executive officer and not less than eight or more than 14 other directors, all of whom are appointed by the Governor in Council. Except for the president, all are part-time members. The directors represent the national, regional and local interests essential to port activities.

Organization and Programs

Local autonomy can be achieved through the establishment of a Local Port Corporation, or LPC, at ports that meet specific criteria. This status must be earned. Ports may petition the Minister to become LPCs but must clearly establish that they are ports of national or regional significance with a demonstrated local interest in the management of the port. The facility must also expect to be financially self-sufficient. To date, seven ports have been granted LPC status: St John's, Saint John, Halifax, Quebec, Montreal, Vancouver and Prince Rupert.

These ports are Crown corporations in their own right, with their own boards of directors. The directors represent the local interest in the management of the port. The daily operation of the LPC is the responsibility of the general manager who is the chief executive officer of the port.

Belledune, Sept-Iles, Trois-Rivières, Chicoutimi/Baie des Ha!Ha!, Prescott, Port Colborne and Churchill are classified as non-corporate ports and are administered by the Canada Ports Corporation on a divisional basis. The National Office provides services and fulfils corporate responsibilities with government central agencies.

Regional Offices

Local Port Corporations

St. John's Port Corporation
3 Water Street
P.O. Box 6178
St John's, Newfoundland
A1C 5X8
(709) 772-4582

Halifax Port Corporation
Ocean Terminals
P.O. Box 336
Halifax, Nova Scotia
B3J 2P6
(902) 426-3643

Saint John Port Corporation
133 Prince William Street
P.O. Box 6429, Station A
Saint John, New Brunswick
E2L 4R8
(506) 648-4869

Port of Quebec Corporation
150 Dalhousie Street
P.O. Box 2268
Quebec, Quebec
G1K 7P7
(418) 648-3558

Montreal Port Corporation
Port of Montreal Building
Cité du Havre, Wing Number 1
Montreal, Quebec
H3C 3R5
(514) 283-7042

Vancouver Port Corporation
1900 200 Granville Square
Vancouver, British Columbia
V6C 2P9
(604) 666-8978

Prince Rupert Port Corporation
110 3rd Avenue W
Prince Rupert, British Columbia
V8J 1K8
(604) 627-7545

Canada Ports Corporation

Port of Belledune
c/o National Office
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
(613) 957-6787

Port of Sept-Îles
421 Arnaud Street
P.O. Box 280
Sept-Iles, Quebec
G4R 4K5
(418) 968-1231

Ports of Chicoutimi/Baie des Ha! Ha!
Lafontaine Street
P.O. Box 760
Chicoutimi, Quebec
G7H 5E1
(418) 543-0263

Port of Trois-Rivières
1545 du Fleuve Street
P.O. Box 999
Trois-Rivières, Quebec
G9A 5K2
(819) 378-3939

Port of Prescott
River Road East
P.O. Box 520
Prescott, Ontario
K0E 1T0
(613) 925-4228

Port Colborne
c/o National Office
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
(613) 957-6787

Port of Churchill
P.O. Box 217
Churchill, Manitoba
R0B 0E0
(204) 675-8823

Parliamentary Committee

Standing Committee on Transport

St. Lawrence Seaway Authority

Head Office

Constitution Square, Suite 1400
360 Albert Street
Ottawa, Ontario
K1R 7X7

General Inquiries

(613) 598-4610

Minister

Minister of Transport

Principal Officers

Members of the Authority

President and Chief Executive Officer – G.R. Stewart
Vice-President – G. Laniel
Member – W.F. Blair

Officers and Directors

Corporate Secretary – V.C. Durant
Comptroller and Treasurer – R.J. Forgues
Director of Operations and Maintenance – J.M. Kroon
Vice-President, Western Region – J.B. McLeod
Director of Planning – K. Oglesby
Vice-President, Eastern Region – J.P. Patoine
Director of Personnel and Administration – C.G. Trépanier
Chief Engineer – J. Vazalinskas
Counsel – N.B. Willans

Historical Background

The St. Lawrence Seaway Authority was established in 1954 under *The St. Lawrence Seaway Authority Act* and is classified as a parent Crown corporation under Schedule III, Part I of the *Financial Administration Act*.

Overall Responsibilities

The St. Lawrence Seaway Authority was incorporated for the purpose of:

- acquiring lands for, constructing, maintaining and operating a deep waterway between the Port of Montreal and Lake Erie, in Canada or in conjunction with the United States;
- acquiring lands for, and constructing, maintaining and operating, alone, or with the United States, bridges connecting Canada with the United States and acquiring shares or property of any bridge company, as well as operating and managing these bridges; and
- acquiring lands for, and constructing or otherwise acquiring, maintaining and operating such works or other property necessary for any works undertaken in accordance with the Act.

Organization and Programs

The three Members of the Authority, as well as its Secretariat, Legal and Planning branches are in Ottawa. Central services of operations, finance, audit, personnel and administration are in Cornwall, Ontario. The Engineering Services Branch and the administrative office of the Eastern Region, which extends from Montreal to Lake Ontario, are at St. Lambert, Quebec. The administrative office of the Western Region, which operates the Canadian-owned Welland Canal, is at St. Catharines, Ontario.

Deep Waterway Program

This waterway supports itself by tolls levied from the users of the two sections under a Canada-U.S. agreement. The Montreal to Lake Ontario section is comprised of seven locks, together with bridges and other structures. Five of the seven locks are Canadian-owned and operated by the St. Lawrence Seaway Authority; the remaining two are in the United States, owned and operated by the U.S. Saint Lawrence Seaway Development Corporation. The eight locks of the Welland Canal section, between Lake Ontario and Lake Erie, are owned and operated entirely by Canada.

Regional Offices

Headquarters

202 Pitt Street
Cornwall, Ontario
K6J 3P7

Eastern Region

St. Lambert Lock
St. Lambert, Quebec
J4P 3N7

Western Region

508 Glendale Avenue
St. Catharines, Ontario
L2R 6V8

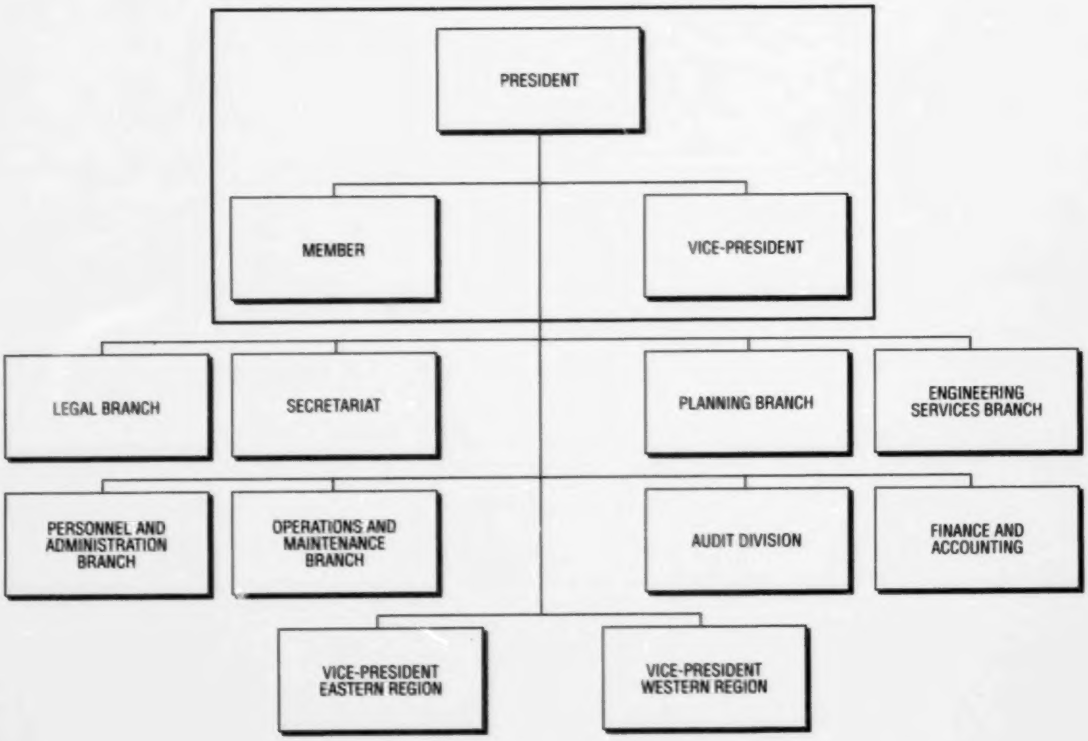
Parliamentary Committee

Standing Committee on Transport

Statute

The St. Lawrence Seaway Authority Act

St. Lawrence Seaway Authority


PRESIDENT
MEMBER
VICE-PRESIDENT
LEGAL BRANCH
SECRETARIAT
PLANNING BRANCH
ENGINEERING SERVICES BRANCH
PERSONNEL AND ADMINISTRATION BRANCH
OPERATIONS AND MAINTENANCE BRANCH
AUDIT DIVISION
FINANCE AND ACCOUNTING
VICE-PRESIDENT EASTERN REGION
VICE-PRESIDENT WESTERN REGION

VIA Rail Canada Inc.

Head Office
2 Place Ville-Marie
Lobby Level
Montreal, Quebec
H3B 2C9

Mailing Address
P.O. Box 8116, Station A
Montreal, Quebec
H3C 3N3

General Inquiries
(514) 871-6000
(514) 871-6205 (General Manager, Public Affairs)

Ministers
Minister of Transport
Secretary of State for Transport

Principal Officers
Deputy Minister – G. Shortcliffe
Assistant Deputy Minister – M. Desjardins-Chase (Surface)
Chairperson of the Board – Lawrence Hanigan
Vice-Chairperson of the Board – Hugh Horner
President and Chief Executive Officer – Ronald E. Lawless
Board Members – Frank Barber
Gary T. Brazzell, Q.C.
Robert Brunet, Q.C.
J. Crosland Doak, Q.C.
Jean L. Guilbeault, Q.C.
A.J. (Sandy) LeBlanc
Marc LeFrançois
John D. McElwain, Q.C.
Paul J. Norris
Ian W. Outerbridge, Q.C.
Hugh K. Smith, Q.C.
Helen M. Swan
General Manager, Public Affairs – Marc-André Charlebois
Executive Vice-President and Chief Operating Officer – James Roche

Historical Background

VIA was incorporated in 1977 under the *Canada Business Corporation Act* as a subsidiary of Canadian National, and in 1978, became a separate Crown corporation.

The Railway Passenger Services Contract authorizes VIA to provide rail passenger services in Canada. VIA may also contract with other railway companies to provide these services.

Overall Responsibilities

VIA Rail Canada is responsible for intercity, regional and transcontinental passenger rail service and service in remote areas. VIA is also responsible for the improvement, rationalization and promotion of passenger rail service in Canada.

Organization and Programs

Customer Services Division
Headed by a Vice-President, this Division provides all customer services in stations, reservation and ticket offices and on trains.

Planning and Finance Branch
Headed by a Vice-President, this Branch is responsible for the development of the corporate plan, for fiscal policy and financial accountability, for co-ordinating relations with federal and provincial governments and elected officials, and for all legal advice to the corporation.

Equipment Maintenance Branch
Headed by a Vice-President, this Branch is in charge of the maintenance and servicing of the fleet and the management of a network of maintenance centres.

Human Resources and Administration Branch
Headed by a Senior Vice-President, this Branch is responsible for personnel policy, recruitment and hiring procedures, salary and benefit administration and employee-management relations. It also manages office accommodations and facilities and provides the corporation with administrative support systems.

Transportation Branch
Headed by a Vice-President, this Branch manages the operation of trains and represents the corporation in negotiating schedules and frequencies with Canadian National and Canadian Pacific Railways.

Marketing Branch
Headed by a General Manager, this Branch is in charge of preparing and implementing marketing plans and of promoting and advertising VIA services and products.

Public Affairs Branch
Headed by a General Manager, this Branch promotes the corporation through effective communication with the public, the media and employees.

Corporate Secretariat
Headed by the Corporate Secretary, the Secretariat provides administrative services to the Board of Directors and manages the corporate archives.

Regional Offices

VIA Atlantic
1161 Hollis Street
Halifax, Nova Scotia
B3H 2P6

VIA Quebec
2 Place Ville-Marie
Montreal, Quebec
H3B 2C9

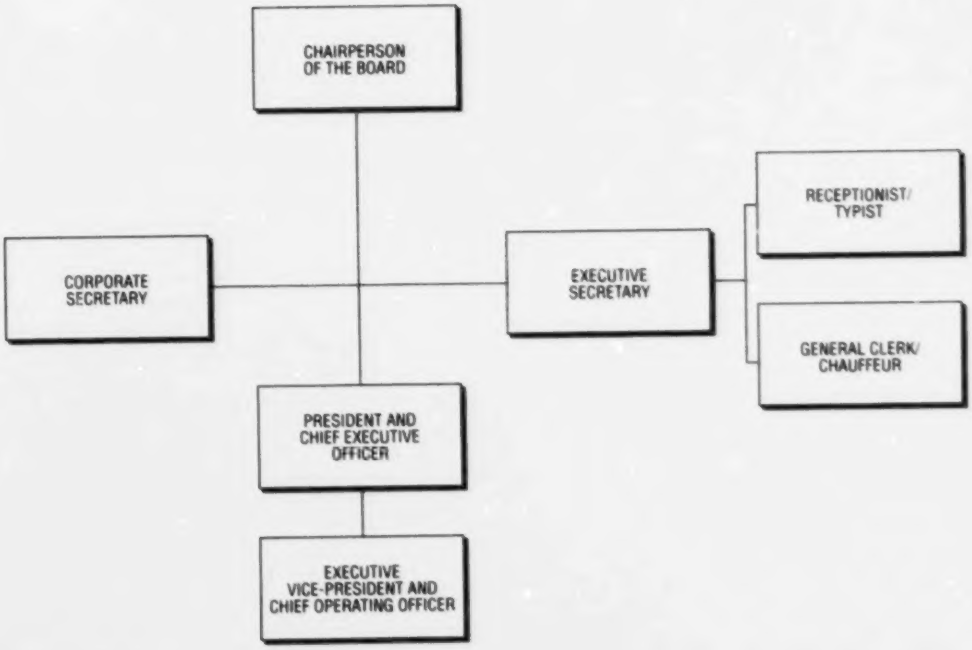
VIA Ontario
55 York Street
Toronto, Ontario
M5J 1R7

VIA West
123 Main Street, Suite 104
Winnipeg, Manitoba
R3C 3T8

Parliamentary Committees

Standing Committee on Transport
Standing Committee on Transport and Communications

VIA Rail Canada Inc.


CHAIRPERSON OF THE BOARD
CORPORATE SECRETARY
EXECUTIVE SECRETARY
RECEPTIONIST/ TYPIST
GENERAL CLERK/ CHAUFFEUR
PRESIDENT AND CHIEF EXECUTIVE OFFICER
EXECUTIVE VICE-PRESIDENT AND CHIEF OPERATING OFFICER

Treasury Board of Canada Secretariat

Legal Title
Treasury Board (Secretariat)

Head Office
L'Esplanade Laurier, East Tower
140 O'Connor
Ottawa, Ontario
K1A 0R5

General Inquiries
(613) 957-2400

Minister
President of the Treasury Board

Principal Officers

Secretary of the Treasury Board	– I. D. Clark
Deputy Secretaries	
Administrative Policy	– David McEachran
Official Languages	– Madeleine Ouellon
Personnel Policy	– G.G. Capello
Program	– Mel Cappe
Staff Relations	– L.M. Tenace
Executive Director	
Bureau of Real Property Management	– L.J. O'Toole

Historical Background

The Treasury Board and its Secretariat were separated from the Department of Finance under the *Government Organization Act*, 1966. First created on 2 July 1867, by Order-in-Council, the Treasury Board received statutory approval in 1869. The Treasury Board is a committee of the Queen's Privy Council for Canada, consisting of its own minister (i.e., the President of the Treasury Board) as well as the Minister of Finance and four other cabinet ministers nominated from time to time by the Governor in Council.

The Treasury Board has two administrative arms: the Treasury Board Secretariat (TBS) and the Office of the Comptroller General (OCG). The Secretariat is headed by the Secretary of the Treasury Board and the OCG by the Comptroller General of Canada.

Although TBS and OCG are separate organizations, they share the services of several staff groups: the Administration Branch, Communications Division and Legal Services. Corporate staff groups include Corporate Policy and Public Affairs, and an assistant secretary to the Treasury Board (Operations).

Overall Responsibilities

The Secretariat is responsible for making recommendations and providing advice to the Treasury Board on policies, directives, regulations and program expenditure proposals for the management of the government's financial, human and material resources. It is concerned with initiatives, issues and activities that cut across all policy sectors of the government.

Organization and Programs

The Secretariat is composed of six branches: Administrative Policy, Bureau of Real Property Management, Official Languages, Personnel Policy, Program and Staff Relations.

Administrative Policy Branch

The Administrative Policy Branch is responsible for information and administrative management and for ensuring that these functions are carried out effectively. It promotes efficiency in government operations and effectiveness of federal programs. The Branch also develops, evaluates and revises policy for contracting, information management, technology, restructuring service delivery, security, communications and federal identity.

Bureau of Real Property Management

This Bureau co-ordinates the management of federal real property. It advises the Treasury Board on general management issues affecting real property, individual real property transactions, federal land use and long-term real property capital plans and projects. It also advises on the allocation of real property to departments, and maintains information on the real property holdings across the country.

Official Languages Branch

Official Languages Branch monitors, audits and evaluates the implementation and effectiveness of official languages policy in departments, agencies and Crown corporations. It manages government-wide automated information systems and data bases, acts as liaison with members of English and French linguistic minority communities, and informs the public about related principles and programs.

Personnel Policy Branch

The Personnel Policy Branch acts as the government's personnel manager and develops personnel policies and systems for managing the public service work force. To fulfil this role, it manages the policy and standards covering job classification and pay as well as the public service pension program. It also co-ordinates the government's human resources planning process, including employment equity and training policies, and human resources concerns.

Program Branch
The Program Branch recommends to Treasury Board the allocation of the government's financial and personnel resources. This Branch also ensures that approved expenditure plans are followed and that they achieve their intended results. It co-ordinates the annual multi-year operational planning and estimates with the government's budget exercise. It implements a philosophy and system whereby ministers and public service employees are delegated increased authority and are required to account for their performance. The Branch's functions include assessing the plans and proposals of individual departments and agencies for their resource implications. It also acts as liaison between Crown corporations and central government agencies in matters of policy and resources.

The Staff Relations Branch
As part of its role, the Staff Relations Branch carries out the labour relations function in the public service. The Branch is responsible for developing policy on labour relations, compensation, discipline, strikes, staff relations training and preparing the employer's position before the Public Service Staff Relations Board (PSSRB) or the courts. The Branch also negotiates collective agreements, represents the employer's position at adjudication, maintains liaison and consultation with the National Joint Council and conducts research into compensation issues.

Regional Offices

None

Parliamentary Committees

Consumer and Corporate Affairs and Government Operations Committee
Official Languages Committee
Public Accounts Committee.

Statutes

The following is a list of Acts for which Treasury Board has been identified as being responsible.

The major responsibilities of TB are to be found in the following four Acts:
Financial Administration Act
Public Service Superannuation Act
Public Service Staff Relations Act
Official Languages Act, 1988

The President has also long-recognized policy responsibilities for public service pension plans generally, and the Secretariat has for many years performed critical analysis and policy development in respect of the pension arrangements set out in these acts:
Canadian Forces Superannuation Act
Defence Services Pension Cotinuation Act
RCMP Superannuation Act
RCMP Pension Continuation Act
Members of Parliament Retiring Allowances Act
Lieutenant Governor's Superannuation Act
Diplomatic Service (Special) Superannuation Act
Governor General's Act
Judges Act
Garnishment, Attachment and Pension Diversion Act

Further responsibilities are found in the following statutes:
Access to Information Act
Adjustment of Accounts Act
Appropriation Act
Auditor General Act
Canada Pension Plan
Canadian Human Rights Act
Civil Service Widows Annuities Act
Crown Corporations Dissolution Authorization Act
Government Corporations Operations Act
Lieutenant Governors Superannuation Act
Miscellaneous Statute Repeal Act
Privacy Act
Public Pensions Reporting Act
Public Sector Compensation Restraint Act
Public Service Pension Adjustment Act
Statutory Minimum Salaries Act
Supplementary Retirement Benefits Act
Surplus Crown Assets Act
Public Works Act
Public Land Grants Act

Office of the Comptroller General of Canada

Head Office

L'Esplanade Laurier, West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 1E4

General Inquiries

(613) 957-2400

Minister

President of the Treasury Board

Principal Officers

Comptroller General of Canada	– J.A. Macdonald
Deputy Comptrollers General	
Accounting and Costing Policy	– J.Q.McCrindell
Audit and Review	– Doug Wood
Financial Management Information and Systems	– B.A. Gorman
Program Evaluation	– Guy Leclerc

Historical Background

Bill C-10, an Act to amend the *Financial Administration Act*, created the post of Comptroller General of Canada, and received Royal Assent in June 1978. The Office of the Comptroller General (OCG) is one of the two administrative arms of the Treasury Board and is headed by the Comptroller General of Canada.

Although the Treasury Board Secretariat, which is the administrative arm of the Treasury Board, and the Office of the Comptroller General are separate organizations, they share the services of several staff groups: the Administration Branch, Communications Division and Legal Services.

Overall Responsibilities

The Office of the Comptroller General defines policies and standards for internal audit, program evaluation and financial management; ensures the integration of the budgeting and financial control process with the program and operational control process in departments and agencies; helps departments to improve their planning, reporting and control capabilities; promotes the professional development of financial officers, program evaluators and internal auditors; and provides functional leadership to professionals in the financial management community.

Organization and Programs

The Office is divided into four branches: Accounting and Costing Policy, Audit and Review, Financial Management Information and Systems, and Program Evaluation.

Accounting and Costing Policy Branch

This Branch maintains a financial policy control framework which supports decision-making and management of programs, ensuring that central needs of Parliament and the government are met. The Branch is involved in activities related to the government's accounting and financial statements, and financial control and authorities. Cash management, costing and cost accounting policy as well as functional leadership with the Financial Management Information and Systems Branch are other related activities performed by this Branch.

Audit and Review Branch

The primary role of this Branch is to assure the Treasury Board that each federal department and agency has, and is maintaining, high-quality internal auditing. It must also ensure that audit-based results are used in a cost-effective fashion within the departments and central agencies. Special studies, audits and reviews are conducted at the request of the President of the Treasury Board, functional leadership of the internal audit community is provided and departmental action is monitored in response to the Auditor General and Public Accounts Committee reports.

Financial Management Information and Systems Branch

This Branch establishes and maintains policies and guidelines to ensure good operation of management systems. It must also ensure that the financial management information needs of departments, central agencies and Parliament are met in a timely and cost-effective fashion. Activities include reporting to Parliament in Estimates, Public Accounts and Annual Reports, classification and collection of government-wide financial information, and advice and assistance regarding productivity in departmental financial management systems.

Program Evaluation Branch

The Branch establishes and maintains effective program evaluation in support of departmental and government management and accountability. Branch activities include: program evaluation policy and the annual Government Program Evaluation Plan; evaluations of regulatory reform, tax expenditures, and science and technology; evaluation methods; quality assurance of evaluation reports; and functional leadership of the program evaluation community.

Regional Offices

None

Parliamentary Committees

Consumer and Corporate Affairs and
Government Operations Committee
Public Accounts Committee

Veterans Affairs Canada

Legal Title
Department of Veterans Affairs

Head Office
Charlottetown
161 Grafton Street
Charlottetown, Prince Edward Island
C1A 1L1

Mailing Address
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

Ottawa
284 Wellington Street
Ottawa, Ontario
K1A 0P4

General Inquiries
Charlottetown: (902) 566-8457
Ottawa: (613) 995-7102
(613) 992-7467 (Director General, Communications)

Minister
Minister of Veterans Affairs

Principal Officers
Deputy Minister – David Broadbent
Assistant Deputy Ministers
  Programs – David Nicholson
  Administration – Robert Hughes (Acting)
  Operations – David Steele
  Veterans Land Administration – Ian MacRae
  Relocation – D.N. Rive
Chairperson, Canadian Pension Commission – John P. Wolfe
Chairperson, Veterans Appeal Board – Norman Pimlott (Acting)
Chief Pensions Advocate-Bureau of Pensions Advocates – André Lemieux
Director General, Communications – Richard Watkins (Acting)

Historical Background

The Military Hospitals Commission was set up by Parliament in 1915 to deal with the situation caused by the return of so many wounded Canadian personnel to Canada. In 1916, Parliament decided that disabled veterans should be entitled to training for a trade or profession and the Vocational Training Division was organized.

By 1918, the volume of rehabilitation work had increased to the extent that the Department of Soldiers Civil Re-establishment was formed to take over the administration of disability pensions, hospital care, training and placing veterans in employment. Under the Soldiers Settlement Board, many veterans received government loans to establish themselves as farmers.

As the rehabilitation work lessened, it was combined with that of the Department of Health and a new department, Pensions and National Health, was formed in 1928. This Department continued to administer veterans' matters until, toward the end of the Second World War, it became evident that an expanded rehabilitation organization would be required. Consequently, in 1944, the duties of the Department of Pensions and National Health were divided. Those that affected veterans were taken over by a new department, the Department of Veterans Affairs.

Overall Responsibilities

The Department provides support for the economic, social, mental and physical well-being of eligible veterans and certain civilians, and economic support for their dependents. Services include:
- disability pensions,
- war veterans allowances,
- medical treatment,
- counselling,
- advocacy,
- assistance to help veterans remain independent and
- educational assistance to children of the war dead.

It also commemorates those who served their country during wartime.

Organization and Programs

The Department is divided into four branches, three divisions and three associated agencies.

Operations

Through five regional and 32 district offices, this Branch:
- delivers services and benefits to veterans;
- runs the departmental hospital at Sainte-Anne-de-Bellevue;
- operates veterans homes in Senneville, Ottawa and Saskatoon; and
- looks after commemorations, honours and awards.

Programs

This Branch develops and implements a wide variety of programs to ensure that the Department continues to meet the changing needs of an aging veteran clientele. It:

- plans for changes in legislation and deparmental policies;
- delivers war pensions benefits;
- provides programs and systems to support the Canadian Pension Commission;
- notifies veterans, their families and representatives of Commission decisions;
- advises the Commission on all medical aspects of pension matters;
- provides policy direction and systems and management support services to the Operations Branch; and
- conducts negotiations with provincial and foreign governments and veterans' organizations.

Administration

Functional direction and managerial and operational support are provided by this Branch. Services include: finance, personnel, management services, security and access to information and privacy co-ordination.

Veterans Land Administration

Services related to the administration of loan agreements between the Administration and veterans or their heirs are managed by the VLA.

Audit

This Division advises the Department on the efficiency, economy and effectiveness of internal management policies, practices and controls.

Corporate Services

Legislation, planning development and control and program evaluation are the responsibility of this Division. It also acts as a clearing house for all Central Agency submissions and provides direct suport to the Minister and Deputy Minister. As a result, the Division has staff in both Ottawa and Charlottetown.

Communications

Communications policies and strategies related to the programs and initatives of the Department are formulated and implemented by this Division. This includes providing an information service to ensure that veterans, the media and the general public understand departmental plans and initiatives.

The Division also monitors the current views of veterans and interest groups.

Veterans Appeal Board

The Board provides a system of appeals for decisions made by the Entitlement and/or Assessment Boards of the Canadian Pension Commission and rulings of the Department of Veterans Affairs under the *Pension Act*, the *Civilian War Pensions and Allowances Act*, the *War Veterans Allowance Act* and other related statutes.

The Board also interprets the legislation and is the final appeal level within Veterans Affairs.

Ex-members of the Armed Forces, the Royal Canadian Mounted Police, certain civilians and dependants may use the appeals process of this Board.

Canadian Pension Commission

The adjudication of claims, under the *Pension Act*, for death and disability as a result of military service are the responsibility of this Board. It also:

- hears appeals on pension entitlement and pension assessment at the Entitlement Board and Assessment Board level;
- awards additional pension benefits on behalf of dependants, and on a pensioner's death to eligible survivors;
- considers claims under parts of the *Civilian War Pensions and Allowances Act*, the *Royal Canadian Mounted Police Superannuation and Pension Continuation Acts*, the Flying Accident Compensation Regulations, the *Halifax Relief Commission Pension Continuation Act* and certain other acts, orders and regulations;
- authorizes monetary grants which accompany certain gallantry awards; and
- administers trust funds established by private individuals for the benefit of veterans.

Bureau of Pension Advocates

The Bureau provides complete, independent and free legal services to persons seeking to establish claims under the *Pension Act, the Civilian War Pensions and Allowances Act* and allied statutes and orders. Persons making an appeal under the *War Veterans Allowance Act* may also use the Board's services which are provided by 21 district offices across Canada.

Regional Offices

Atlantic
P.O. Box 1002
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 3Z7
Nova Scotia residents: (902) 426-8199
New Brunswick and Prince Edward Island residents (toll free): (800) 565-1528

Quebec
4545 Queen Mary Road
Montreal, Quebec
H3W 1W4
Montreal residents: (514) 496-2211
All other areas of Quebec (toll free): (800) 361-6867

Ontario
4900 Yonge Street, Suite 500
Willowdale, Ontario
M2N 6B2
Toronto residents: (416) 226-5226
Residents in Area Code 807: (800) 387-0930
Residents in Area Codes 416 outside Toronto, 519, 613 and 705 (toll free): (800) 387-0919

Prairie
P.O. Box 6050
330 Graham Avenue, Suite 610
Winnipeg, Manitoba
R3C 4G5
Winnipeg residents: (204) 983-8971
Prairie residents outside Winnipeg and residents of the Northwest Territories (toll free): (800) 665-3420

Pacific
1185 West Georgia Street, Suite 400
P.O. Box 5600
Vancouver, British Columbia
V6B 5G4
Vancouver residents: (604) 666-7942
B.C. residents outside Vancouver: (800) 663-1931
Yukon residents: (800) 663-0239

Parliamentary Committees

Standing Committee on National Defence and Veterans Affairs
Senate Sub-Committee on Veterans Affairs

Statutes

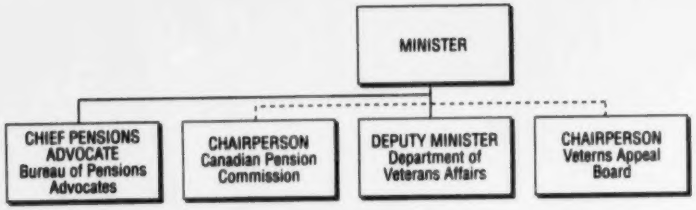
Department of Veterans Affairs
Allied Veterans Benefits Act
Children of War Dead (Education Assistance) Act
Civilian War Pensions and Allowances Act (Part XI)
Department of Veterans Affairs Act
Fire Fighters War Service Benefits Act
Returned Soldiers' Insurance Act
The Soldier Settlement Act
Supervisors War Service Benefits Act
Veterans Benefit Act
Veterans Insurance Act
Veterans' Land Act
Veterans Rehabilitation Act
War Service Grants Act
War Veterans Allowance Act

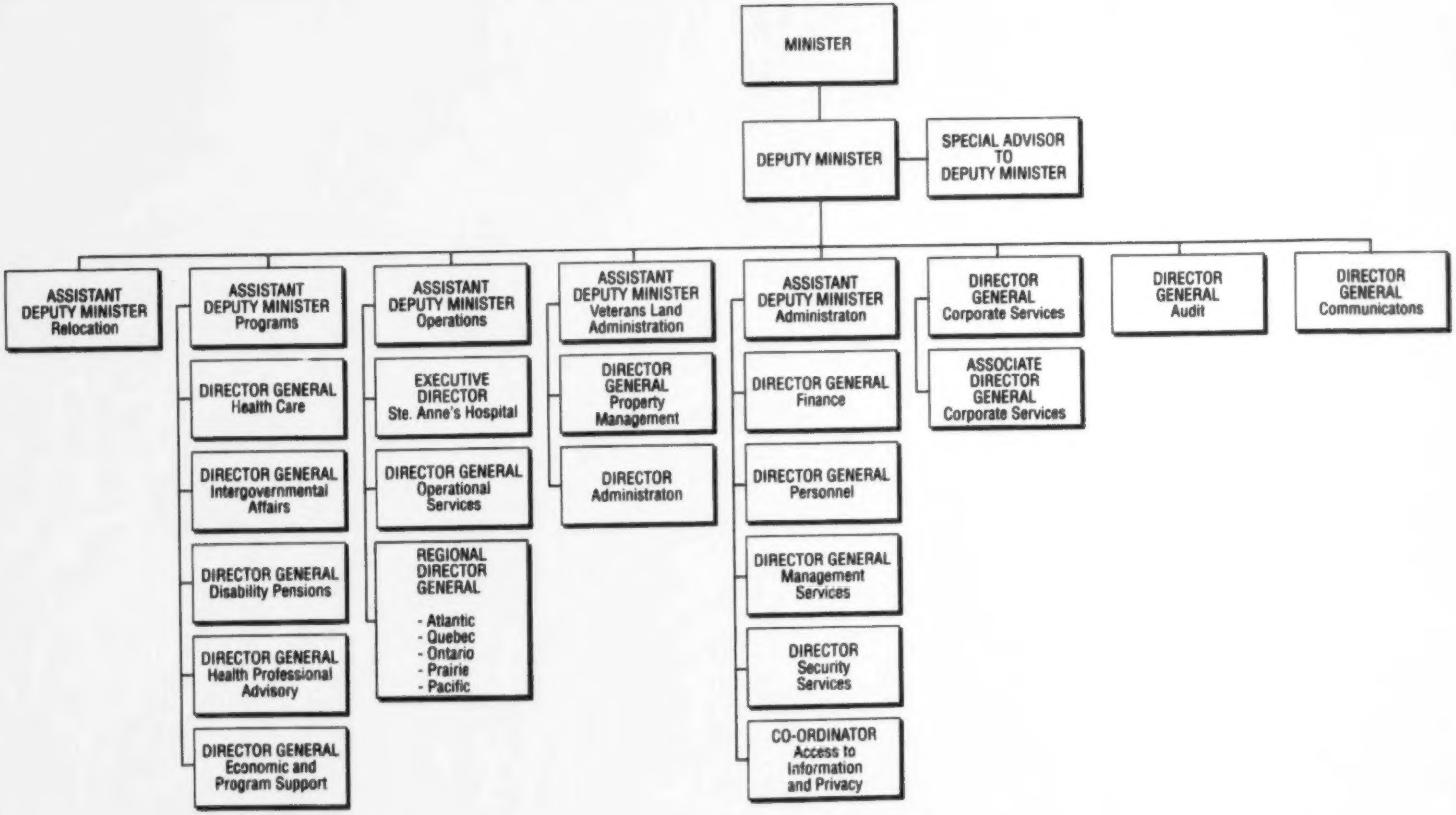
Canadian Pension Commission
Pension Act
Civilian War Pensions and Allowances Act (Parts I to X)
Defence Services Pension Continuation Act
Special Operators War Services Benefits Act
RCMP Superannuation Act
RCMP Pension Continuation Act
Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act
Gallantry Gratuities and Annuities Order
Halifax Relief Commission Pension Continuation Act

Veterans Appeal Board
Pension Act
Veterans Appeal Board Act
War Veterans Allowance Act
Civilian War Pensions and Allowances Act (Part XI)
RCMP Superannuation Act
RCMP Pension Continuation Act

Bureau of Pensions Advocates
Pension Act
War Veterans Allowance Act
Veterans Appeal Board Act
Civilian War Pensions and Allowances Act (Part XI)
RCMP Superannuation Act
RCMP Pension Continuation Act

Veterans Affairs Canada


MINISTER
CHIEF PENSIONS ADVOCATE Bureau of Pensions Advocates
CHAIRPERSON Canadian Pension Commission
DEPUTY MINISTER Department of Veterans Affairs
CHAIRPERSON Veterns Appeal Board


MINISTER
DEPUTY MINISTER
SPECIAL ADVISOR TO DEPUTY MINISTER
ASSISTANT DEPUTY MINISTER Relocation
ASSISTANT DEPUTY MINISTER Programs
DIRECTOR GENERAL Health Care
DIRECTOR GENERAL Intergovernmental Affairs
DIRECTOR GENERAL Disability Pensions
DIRECTOR GENERAL Health Professional Advisory
DIRECTOR GENERAL Economic and Program Support
ASSISTANT DEPUTY MINISTER Operations
EXECUTIVE DIRECTOR Ste. Anne's Hospital
DIRECTOR GENERAL Operational Services
REGIONAL DIRECTOR GENERAL
- Atlantic
- Quebec
- Ontario
- Prairie
- Pacific
ASSISTANT DEPUTY MINISTER Veterans Land Administration
DIRECTOR GENERAL Property Management
DIRECTOR Administraton
ASSISTANT DEPUTY MINISTER Administraton
DIRECTOR GENERAL Finance
DIRECTOR GENERAL Personnel
DIRECTOR GENERAL Management Services
DIRECTOR Security Services
CO-ORDINATOR Access to Information and Privacy
DIRECTOR GENERAL Corporate Services
ASSOCIATE DIRECTOR GENERAL Corporate Services
DIRECTOR GENERAL Audit
DIRECTOR GENERAL Communicatons

Western Economic Diversification Canada

Legal Title
Department of Western Economic Diversification

Head Office
Canada Place, Suite 1500
9700 Jasper Avenue
Edmonton, Alberta
T5J 4H7

General Inquiries
(403) 495-4164
(403) 495-4304 (Director General, Communications)

Minister
Minister of Western Economic Diversification

Principal Officers

Deputy Minister	– Bruce Rawson
Senior Assistant Deputy Minister	– Arthur Silverman
Assistant Deputy Ministers	
Manitoba	– Dennis Wallace
Alberta	– Brian Salley
British Columbia	– Robin Dodson
Director General Communications	– Don Carlson

Historical Background

The Department of Western Economic Diversification (WD) was announced as the Western Diversification Initiative, in 1987. The *Western Economic Diversification Act* was proclaimed in 1988.

Overall Responsibilities

The Department promotes the diversification of the Western Canadian economy and represents the interests of the West in national economic policy. The primary objective is to make the West less susceptible to international economic developments and shifting commodity prices by diversifying the economic base and promoting stable growth.

WD provides contributions to assist in the development of new products, services and technologies, import replacement and improved industry-wide productivity.

Organization and Programs

Established with a $1.2 billion fund, the Department's Western Diversification Program differs from other federal economic programs in that it is based and managed in the West and has flexible guidelines for funding.

The fund not only assists projects which meet the diversification criteria, but also supports other programs which help Western Canadian businesses become more competitive in the world marketplace.

The Department has nine sectoral policy areas.

Agriculture
This sector assists the diversification of the western agricultural economy, with emphasis on increasing value added to agricultural commodities. Specific activities include the National Soil Conservation Program and the National Agricultural Biotechnology Initiative.

Energy
WD is involved in improving productivity and developing new markets for Western Canada's low sulphur coal and for the introduction of new technology for the oil and gas industry of Western Canada.

Forestry
Assistance to the forestry sector through this Sector has focussed on value-added projects and those involving technological innovation. This includes funding a research facility for Forintek Canada Corporation and the Forest Engineering Research Institute of Canada.

Mining
This Sector develops significant mineral projects including new product developments and technology.

Services
Initiatives in this area include: publishing, film making, cultural enterprises, business services, telecommunications, environmental technologies and engineering and industrial services.

Technology and Manufacturing
In this area, the Department focusses on promotion of technologies such as information and communications, biotechnology and advanced industrial materials.

Tourism
In co-operation with Tourism Canada, this Sector has been involved in the development of a Western Canada strategy for tourism activity.

Trade
This Sector provides advice on trade projects and initiatives and maintains contacts with External Affairs and foreign posts. As well, it co-ordinates the development of trade and investment opportunities in the West with other federal and provincial departments.

Transportation
Major activities involving this Sector include working with industry to increase the volume of Canadian container traffic through West coast ports and assessing alternate transportation approaches for the movement of export grain.

Regional Offices

Centennial Towers,
200 Kent Street, 8th Floor
P.O. Box 2128, Station D,
Ottawa, Ontario
K1P 5W3.
(613) 952-9384

The Cargill Building
240 Graham Avenue, Suite 712
P.O. Box 777
Winnipeg, Manitoba
R3C 2L4
(204) 983-4472

S.J. Cohen Building
119 4th Avenue South, Suite 601
P.O. Box 2025
Saskatoon, Saskatchewan
S7K 3S7
(306) 975-4373
Toll-free from Regina: (306) 780-6725

Canada Place, Suite 1500
9700 Jasper Avenue
Edmonton, Alberta
T5J 4H7
(403) 495-4164
Toll-free from Calgary: (403) 292-5382

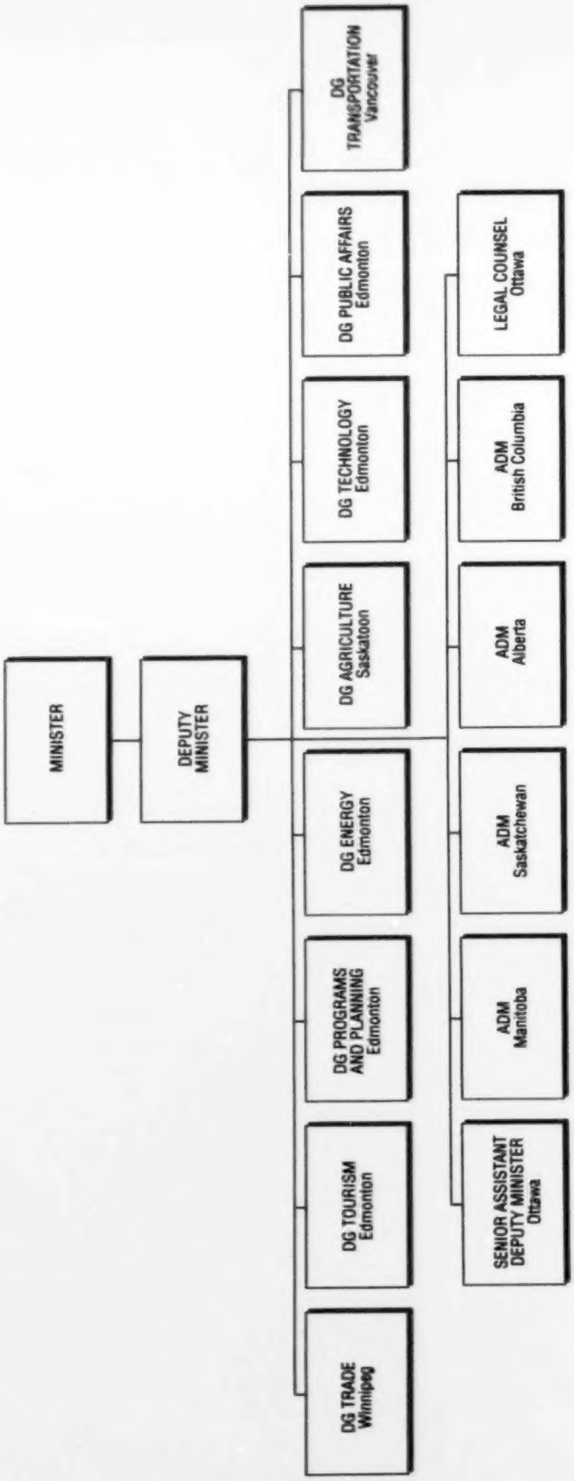
Bentall Tower 4, Suite 1200
1055 Dunsmuir Street
P.O. Box 49276
Vancouver, British Columbia
V7X 1L3
(604) 666-6256
Toll-free in British Columbia: 1-800-663-2008

Parliamentary Committee

Standing Committee on Industry, Science and Technology, Regional and Northern Development

Statutes

Western Economic Diversification Act
Industrial and Regional Development Act
Small Business Loans Act (Western Canada)



Western Economic Diversification Canada

MINISTER
DEPUTY MINISTER
DG TRADE Winnipeg
DG TOURISM Edmonton
DG PROGRAMS AND PLANNING Edmonton
DG ENERGY Edmonton
DG AGRICULTURE Saskatoon
DG TECHNOLOGY Edmonton
DG PUBLIC AFFAIRS Edmonton
DG TRANSPORTATION Vancouver
SENIOR ASSISTANT DEPUTY MINISTER Ottawa
ADM Manitoba
ADM Saskatchewan
ADM Alberta
ADM British Columbia
LEGAL COUNSEL Ottawa

Appendices

Reference Canada

A major point of access to the federal government is provided by Reference Canada. Part of the Canada Service Bureau Program within Supply and Services Canada, it operates toll-free telephone referral services across Canada to help the public find answers to questions concerning the federal government. In some areas the service is operated in conjunction with a province or territory and the name of the provincial or territorial inquiry service is used.

The program is also responsible for the publication of the *Guide to Federal Programs and Services*, formerly titled *Index to Federal Programs and Services*, a reference source containing descriptions of the programs and services of federal departments, agencies and Crown corporations as well as their addresses and phone numbers for local, district and regional offices.

Regional Offices

British Columbia

1-800-663-1381	(Toll-free, Reference Canada)
(604) 666-5555	(Vancouver, local calls)
(604) 666-2560	(Vancouver, Telecommunications Device for the Deaf)

Yukon

1-800-661-0408	(Yukon Inquiry Centre)
(403) 667-5811	(Whitehorse, local calls)

Alberta

1-800-232-9481	(Toll-free, Reference Canada)
(403) 495-2021	(Edmonton, local calls)
(403) 495-4161	(Edmonton, Telecommunications Device for the Deaf)

Northwest Territories

(403) 495-2021	(From Area Code 403, call collect to Reference Canada in Edmonton)
1-800-267-0340	(From Area Code 819, call toll-free to Reference Canada in Ottawa)

Saskatchewan

1-800-667-7160	(Government Inquiry Centre)
(306) 780-6683	(Regina, local calls)
(306) 780-7565	(Regina (Telecommunications Device for the Deaf)

Manitoba

1-800-282-8060	(Toll-free, Citizens' Inquiry Service)
(204) 945-3744	(Winnipeg, local calls)
(204) 945-4796	(Winnipeg, Telecommunications Device for the Deaf)

Ontario

1-800-387-0700	(Reference Canada, Toronto, serving area codes 416 and 519)
(416) 973-1993	(Toronto, local calls)
(416) 973-8099	(Toronto, Telecommunications Device for the Deaf)
1-800-267-0340	(Reference Canada, Ottawa/Hull, serving area code 613 and the Outaouais)
(613) 995-7151	(Ottawa/Hull, local calls)
(613) 952-0845	(Ottawa/Hull, Telecommunications Device for the Deaf)
1-800-461-1664	(Reference Canada, North Bay, serving area codes 807 and 705)
(705) 476-4910	(North Bay, local calls)
(705) 476-7788	(North Bay, Telecommunications Device for the Deaf)

Quebec

Dial 0 and ask for Zenith Communication-Quebec (Communication-Quebec)

For the following locations, dial

589-2244	(Baie-Comeau, local calls)
477-7272	(Drummondville, local calls)
368-2550	(Gaspé, local calls)
375-5664	(Granby, local calls)
772-3232	(Hull, local calls)
986-3222	(Îles-de-la-Madeleine, local calls)
759-6440	(Joliette, local calls)
547-6601	(Jonquière, local calls)
873-5555	(Laval, local calls)
873-8989	(Longueuil, local calls)
873-2111	(Montreal, local calls – French and English)
873-6449	(Montreal, local calls – Cambodian)
873-6448	(Montreal, local calls – Chinese)
873-6450	(Montreal, local calls – Creole)
873-6451	(Montreal, local calls – Greek)
873-6441	(Montreal, local calls – Italian)
873-6443	(Montreal, local calls – Portuguese)
873-6445	(Montreal, local calls – Spanish)
873-6448	(Montreal, local calls – Vietnamese)
643-1344	(Quebec, local calls)
722-3939	(Rimouski, local calls)
764-3241	(Rouyn-Noranda, local calls)
679-0433	(Saint-Félicien, local calls)
227-1122	(Saint-Georges, local calls)
778-1123	(Saint-Hyacinthe, local calls)
346-6879	(Saint-Jean-sur-Richelieu, local calls)
438-1282	(Saint-Jérôme, local calls)
371-9111	(Salaberry-de-Valleyfield
968-2806	(Sept Îles, local calls)
820-3000	(Sherbrooke, local calls)
338-0181	(Thetford-Mines, local calls)
371-6121	(Trois-Rivières, local calls)
825-3166	(Val-d'Or, local calls)
873-4626	(Montreal, local calls – for hearing-impaired people with a TDD/TTY device)

Quebec (continued)

1-800-361-9596	(All other locations – for hearing-impaired people with a TDD/TTY device)

New Brunswick

1-800-442-4400	(Toll-free, New Brunswick Inquiries)
(506) 453-2525	(Fredericton, local calls)

Nova Scotia

1-426-8092 (Reference Canada)

(902) 426-8092	(Halifax, local calls)
(902) 426-6696	(Halifax, Telecommunications Device for the Deaf)

Prince Edward Island

1-368-5050	(Island Inquiries)
(902) 368-5050	(Charlottetown, local calls)

Newfoundland

1-800-563-2432	(Toll-free, Reference Canada)
(709) 772-4365	(St John's, local calls)
(709) 722-6226	(St John's, Telecommunications Device for the Deaf)

List of Federal Organization Acronyms

ACOA	Atlantic Canada Opportunities Agency
AECB	Atomic Energy Control Board
AECL	Atomic Energy of Canada Limited
AGC	Agriculture Canada
BC	Bank of Canada
CACSW	Canadian Advisory Council on the Status of Women
CBC	Canadian Broadcasting Corporation
CC	Canada Council
CCAC	Consumer and Corporate Affairs Canada
CCC	Canadian Commercial Corporation
CCMD	Canadian Centre for Management Development
CCOHS	Canadian Centre for Occupational Health and Safety
CCU	Canadian Commission for Unesco
CDC	Canadian Dairy Commission
CDIC	Canada Deposit Insurance Corporation
CDVIC	Canada Development Investment Corporation
CEIC	Canada Employment and Immigration Commission
CGC	Canadian Grain Commission
CHPC	Canada Harbour Place Corporation
CHRC	Canadian Human Rights Commission
CIC	Correctional Investigator Canada, Office of the
CICS	Canadian Intergovernmental Conference Secretariat
CIDA	Canadian International Development Agency
CIGI	Canadian International Grains Institute
CITT	Canadian International Trade Tribunal
CJC	Canadian Judicial Council
CLC	Canada Lands Company
CLRB	Canada Labour Relations Board
CMAC	Court Martial Appeal Court of Canada
CMC	Canadian Museum of Civilization
CMHC	Canada Mortgage and Housing Corporation
CMN	Canadian Museum of Nature
CN	Canadian National
COGLA	Canada Oil and Gas Lands Administration
CPC	Canada Post Corporation
CRBC	Copyright Board Canada
CRTC	Canadian Radio-television and Telecommunications Commission
CSC	Correctional Service Canada
CSPA	Canadian Space Agency
CT	Competition Tribunal
CTAIS	Canadian Transportation Accident Investigation and Safety Board
CWB	Canadian Wheat Board
CWM	Canadian War Museum
DCC	Defence Construction Canada
DEVCO	Cape Breton Development Corporation
DND	National Defence (Department of)
DOC	Communications Canada (Department of Communications)
EAITC	External Affairs and International Trade Canada
EC	Environment Canada
ECC	Economic Council of Canada
EDC	Export Development Corporation
EIC	Employment and Immigration Canada
ELC	Elections Canada
EMR	Energy, Mines and Resources Canada
EPC	Emergency Preparedness Canada
F&O	Fisheries and Oceans
FAS	Fitness and Amateur Sport
FBDB	Federal Business Development Bank
FC	Finance Canada, Department of
FCC	Farm Credit Corporation Canada
FCTC	Federal Court of Canada
FFMC	Freshwater Fish Marketing Corporation
FJA	Federal Judicial Affairs, Office of the Commissioner of
FORC	Forestry Canada
FPRO	Federal-Provincial Relations Office
HC	Harbourfront Corporation
HOC	House of Commons
HWC	Health and Welfare Canada
IC	Investment Canada
ICC	Information Commissioner, Office of the
IDRC	International Development Research Centre
INAC	Indian and Northern Affairs Canada
IRB	Immigration and Refugee Board
ISTC	Industry, Science and Technology Canada
JUS	Justice Canada, Department of
LC	Labour Canada
LFBC	Livestock Feed Board of Canada
LP	Library of Parliament
LRC	Law Reform Commission of Canada
MA	Marine Atlantic Inc
MCC	Multiculturalism and Citizenship Canada
MRC	Medical Research Council of Canada
NAC	National Arts Centre
NACA	National Advisory Council on Aging
NARC	National Archives of Canada
NBC	National Battlefields Commission
NCC	National Capital Commission
NCW	National Council of Welfare
NEB	National Energy Board
NFB	National Film Board
NFPMC	National Farm Products Marketing Council
NGC	National Gallery of Canada
NLC	National Library of Canada
NMST	National Museum of Science and Technology
NPA	Northern Pipeline Agency Canada
NPB	National Parole Board
NRC	National Research Council Canada
NSERC	Natural Sciences and Engineering Research Council of Canada

NSRS	National Search and Rescue Secretariat
NTA	National Transportation Agency of Canada
OAG	Office of the Auditor General of Canada
OCG	Office of the Comptroller General of Canada (Treasury Board)
OCOL	Office of the Commissioner of Official Languages
OPRA	Office of Privatization and Regulatory Affairs of Canada
OSFI	Office of the Superintendent of Financial Institutions Canada
PAB	Pension Appeals Board
PC	Petro-Canada
PCC	Privacy Commissioner, Office of the
PCO	Privy Council Office
PFRA	Prairie Farm Rehabilitation Administration
PMO	Prime Minister's Office
PMPRB	Patented Medicine Prices Review Board Canada
PRC	Ports Canada
PSC	Public Service Commission of Canada
PSSRB	Public Service Staff Relations Board
PWC	Public Works Canada
RCCE	Revenue Canada, Customs and Excise
RCM	Royal Canadian Mint
RCMP	Royal Canadian Mounted Police
RCMPC	RCMP Public Complaints Commission
RCMPR	RCMP External Review Committee
RCT	Revenue Canada, Taxation
SC	Statistics Canada
SCC	Science Council of Canada
SEN	Senate of Canada, The
SGC	Solicitor General Canada
SIRC	Security Intelligence Review Committee
SLSA	St. Lawrence Seaway Authority
SS	Secretary of State of Canada, Department of the
SSC	Supply and Services Canada
SSHRC	Social Sciences and Humanities Research Council of Canada
STCC	Standards Council of Canada
SUPC	Supreme Court of Canada
SWC	Status of Women Canada
TBC	Treasury Board of Canada, Secretariat
TC	Transport Canada
TCC	Tax Court of Canada
TFC	Telefilm Canada
VA	Veterans Affairs Canada
VIA	VIA Rail Canada
WD	Western Economic Diversification

Commissions of Inquiry and Royal Commissions

Commission of Inquiry into the Air Ontario Crash at Dryden, Ontario
595 Bay Street, 14th Floor
P.O. Box 687
Adelaide Station
Toronto, Ontario
M5C 2J8
(416) 973-2904

Commission of Inquiry into the Use of Drugs and Banned Practices Intended to Increase Athletic Performance
1235 Bay Street
P.O. Box 807, Station F
Toronto, Ontario
M4Y 2N7
(416) 973-6850

Royal Commission on Electoral Reform and Party Financing
171 Slater Street, 1120
P.O. Box 1718, Station B
Ottawa, Ontario
K1P 6R1
(613) 990-4353

Montreal Office
500 Place d'Armes, 19th Floor
Montreal, Quebec
H2Y 2W2
(514) 496-1212

Royal Commission on National Passenger Transportation
66 Slater Street
P.O. Box 1665, Station B
Ottawa, Ontario
K1P 6P8
(613) 952-0425

Edmonton Office
Canada Place, Suite 615
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
(403) 495-2635

Royal Commission on New Reproductive Technologies
66 Slater Street
P.O. Box 1566, Station B
Ottawa, Ontario
K1P 5R5
(613) 954-9999

Vancouver Office
6174 University Boulevard, 336
Vancouver, British Columbia
V6T 1W5
(604) 666-0322

Royal Commission on the Future of the Toronto Waterfront
207 Queen's Quay West
5th Floor
P.O. Box 4111, Station A
Toronto, Ontario
M5W 2V4
(416) 973-7185

Ottawa Office
Vanguard Building
11th Floor
171 Slater Street
P.O. Box 1527, Station B
Ottawa, Ontario
K1P 6P5
(613) 990-3306

Glossary of Terms

Act — a bill that has been passed by both Houses of Parliament and has received *Royal Assent*. See also *legislation*.

Address to His Excellency the Governor General — see *Order of the House*.

Administration — sometimes referred to as the federal administration; both are used synonymously to mean the *Government of Canada*.

Adjournment — an interruption in the course of a session of *Parliament*. The period between the adjournment of the *House* and the resumption of its sitting is called an adjournment.

Advisory board/council — a *branch of government* that generally makes recommendations to a *cabinet minister*, but does not implement those recommendations and has no decision-making powers.

Agency — a *legal entity* established by the government pursuant to an *Act* of Parliament. Agencies can be distinguished from departments or *Crown corporations*. The term should not be confused with an *Agent corporation*.

Agent corporation — a *Crown corporation* that is an agent of the *Crown*, pursuant either to an express provision in an *Act*, or to the common law.

Agent of the Crown — a term applied to a *branch of government* that has a contractual arrangement to act as an agent on behalf of the *Government of Canada*. The arrangement changes from agent to agent. Each is outlined in the *Act* of Parliament that created it.

Appointments by order-in-council — officers who are appointed by the *Governor in Council* to perform certain statutory functions. Heads of agencies are all appointed by *order-in-council*. All appointments are published in Part I of the *Canada Gazette*.

Appropriation Act — an *Act* of Parliament that authorizes the expenditure of public funds for specific purposes.

Bill — a proposed law presented in Parliament. Bills may originate in the *House of Commons* or the *Senate*; however, bills which appropriate public revenue or impose a tax must originate in the House of Commons. All bills must be read three separate times in each *House*, be adopted by both Houses and receive *Royal Assent* before they become law. The bill then becomes an *Act*.

Blue book — a colloquial term used to designate the government's Main *Estimates* which are periodically tabled in the *House* by the president of the Treasury Board.

Branch of government — any part or portion of the federal government, the head of which reports to, or through, a *Cabinet Minister*.

British North America Act (BNA Act) — an *Act* of the British Parliament which united Ontario, Quebec, Nova Scotia and New Brunswick, in 1867, to form the Canadian federal state. Manitoba joined the federation in 1870, British Columbia in 1871, Prince Edward Island in 1873, Alberta and Saskatchewan in 1905 and Newfoundland in 1949. See *Constitution Act, 1867*.

Cabinet — an informal, political body made up of the members of the Ministry selected by the *Prime Minister* (presently, all Ministers sit in Cabinet). The Cabinet is the collective decision-making forum where Ministers reach a final consensus on important government matters, under the Prime Minister's leadership.

Cabinet Minister — a member of the *Privy Council* holding ministerial office, who is a member of the *Cabinet*.

Canada Gazette — is published under the authority of the *Statutory Instruments Act*. It includes public acts of *Parliament* and their enactment proclamations, statutory instruments and documents and any other material required by federal statute or regulation to be published in the Gazette.

Certificate of amendment — a document disclosing an amendment to articles of corporate organization or the charter or agreement of an association.

Civil Service — former name of the *Public Service*.

Commission of Inquiry — a commission established by the *Governor in Council* to investigate a matter connected with the good government of Canada. Inquiries are established under the *Inquiries Act* or other *Act* of Parliament.

Committee of the Queen's Privy Council for Canada — those members of the *Privy Council* who hold ministerial office. They alone may advise the *Crown*, and they meet, informally, as the *Cabinet*.

Committee of the Whole House — consists of all members of a *House*. When the House resolves itself into a Committee of the Whole, the entire House is acting as a committee and is presided over by a chairperson, not by the Speaker. Because this committee is discussing details, procedure is more flexible. In the House of Commons, Committees of the Whole study, in detail, all *bills* dealing with supply, ways and means and certain other public interest bills which the House decides to refer to a Committee of the Whole. The Senate seldom resolves itself into a Committee of the Whole, relying almost exclusively on its *standing committees* for the detailed examination of bills.

Constitution Act, 1867 — In 1982, Canada patriated the *BNA Act* and its amendments, with the proclamation of the *Constitution Act, 1982*, and renamed it the *Constitution Act, 1867*. It sets out the basic structure of the Canadian federation and its fundamental institutions: the *Crown*, *Parliament*, the *Executive* and the judicial system. The *Constitution Act, 1982* also includes the *Canadian Charter of Rights and Freedoms*.

Constitutional Monarchy — Canada is a constitutional monarchy in that the *Queen*, represented by the *Governor General*, acts on the advice of her ministers, who are responsible to *Parliament*.

Corporate agency — a synonym for *Crown corporation*.

Corporation — a *branch of government* having corporate form, or a *Crown corporation*.

Council — can be used as a synonym for *branch of government*. Sometimes used to mean the *Queen's Privy Council for Canada*.

Crown — a synonym for the *Queen*, her representative, the *Governor General* or the government as a whole.

Crown corporation — a legal entity established by either an *Act* of Parliament, or by *letters patent* under the *Canada Corporations Act*, that is wholly owned by the *Crown* and that carries on certain activities for the federal government.

Delegated legislation — regulations made by the *Executive* under the express authority delegated to it by *Parliament*.

Departmental corporation — a *corporation* established by an *Act* of Parliament that performs administrative, research, supervisory, advisory or regulatory functions of a governmental nature.

Departmental ministers — Ministers of the Crown who hold portfolios created by *statute*. These offices have powers, duties and functions defined by statute and have the supervision and control over a portion of the *public service*, known as a department. They must seek appropriations from *Parliament* to cover the cost of the activities for which they are responsible.

Deputy Head — person having, by law, the status of a deputy head such as a chairperson, president or other chief executive officer of any *branch of government* other than a department listed in Schedule I of the *Financial Administration Act*. This includes such titles as Chairperson, Chief Commissioner, Chief Statistician, Clerk of the ..., Commissioner, Deputy Minister, Deputy Postmaster General, Deputy Solicitor General, Director General, Dominion Archivist, Governor, Master, National Librarian, Parliamentary Librarian, President, Secretary, Secretary-General, Secretary of the ..., Superintendent of the ..., Under-Secretary of ....

Deputy Minister — the deputy head of a department; a senior public servant who is chosen and assigned by the *Prime Minister* to support a Minister in the exercise of his or her departmental responsibilities.

Designated by the Governor in Council — means that a *member of the Queen's Privy Council* has been given certain statutory responsibilities from an *Act* of Parliament. The method of designation, called an *order-in-council*, is an administrative device used to carry out an *executive* order.

Dissolution — means the *Parliament* ceases to exist until a general election is held and a new Parliament convened. Dissolution can occur by *proclamation* or by the expiration of its five-year term.

Divestiture — the transfer of title or disposal of interests. Corporate holdings which do not require government ownership to fulfill their public mandate are considered for divestiture to the private sector. See also *privatization*.

Enactment — an *Act* or *regulation* or any portion of an Act or regulation.

Estimates — the government budgetary and non-budgetary expenditure proposals for the next fiscal year. See *Blue book*.

Excise — a tax on the manufacture, sale or use of certain articles made, sold or used within a country.

Executive — that portion of the Canadian system of government which is responsible for exercising the *executive powers* of the Canadian state.

Executive powers — consists of those derived from the *Constitution Acts*, those conferred by *Parliament* via legislation, and the residual prerogative powers of the *Crown*. The executive power is vested in the *Queen*, and is exercised by her representative, the *Governor General*, on the advice of the Ministers.

Ex officio — by virtue of one position, the incumbent automatically fills another. For example, the Minister of Justice by virtue of the position, is also Attorney General of Canada.

First Minister — the *Prime Minister*.

Fiscal year — the period beginning on 1 April in one year and ending on 31 March in the next year.

Government of Canada — formal, legal title applied to the federal government.

Governor General — the *Queen's* representative in Canada who exercises virtually all of her powers. The Governor General is appointed by the Queen for a five-year term, on the advice of the *Prime Minister*.

Governor General's Council — synonym for *Governor in Council*.

Governor General in Council — synonym for *Governor in Council*.

Governor in Council — the *Governor General* acting on the advice of those members of the *Privy Council* who hold ministerial office. It is the formal executive body which gives legal effect to those decisions of Cabinet that are to have the force of law.

Grants and contributions — payments, other than for goods and services, made for the purpose of furthering program objectives. A contribution is subject to audit by a representative of the federal government while a grant is not.

Great Seal of Canada — is issued in the name of the *Queen*. The seal is affixed to formal documents, such as proclamations, commissions and land grants. The phrase generally used is " ... appointed on the advice of the *Prime Minister* by commission under ... ".

Green Paper — statement of proposed government policy; basis of discussion.

Hansard — popular name given to the printed record of the proceedings of the *House of Commons* and the *Senate*.

House/Houses — a term used to refer to either/or the *House of Commons* or the *Senate*. The House of Commons is sometimes referred to as the Lower House and the Senate as the Upper House.

House of Commons — one of the components of *Parliament* (the others are the *Queen* and the *Senate*). Its members are elected, and most Ministers of the Crown are chosen from among them.

Judiciary — the portion of the Canadian system of government that interprets and applies the law.

Lead Minister — a minister who is designated or recognized as the minister responsible for managing or co-ordinating a government activity involving other ministers.

Legal entity — a unit of government operating under an *Act* of Parliament and responsible to a Minister of the Crown.

Legal title — the name which appears in an *Act*, *proclamation*, *order-in-council* or other instrument used to designate a *branch of government*.

Legislation — *statutes* adopted by Parliament. Some laws are in force upon *Royal Assent*; others by *order-in-council*. All proclamations are published in Part I of the *Canada Gazette*. See also *Bill* and *Act*.

Legislative power — the power to enact general rules of conduct, which confer legally enforceable rights on persons or institutions and impose legally enforceable obligations on them.

Legislature — that portion of the Canadian system of government that enacts laws (i.e., *Parliament*).

Letters patent — an official document giving a person or a corporation the authority from a government to do some act or have some right.

Member of Parliament — can mean a member of either the House of Commons or the Senate, but commonly understood to mean a member of the House of Commons.

Member of the Queen's Privy Council — see *Privy Council*.

Memorandum of Understanding — a written agreement between ministers or senior officials of different departments or agencies. They can be at the same or different levels of government. It sets out the terms and conditions under which a government activity involving these departments or agencies will be undertaken.

Minister of State for a Ministry of State — a member of the Ministry who presides over a ministry of state. The Minister is responsible for the management and direction of the ministry. In addition to the powers, duties and functions specified in the proclamation establishing the ministry, the powers, duties and functions of the Minister extend to and include such other matters as are assigned or transferred to the Minister by an *Act* of Parliament.

Minister of State to assist — a member of the Ministry who is assigned to assist any minister or ministers with responsibilities for a department or other portion of the *Public Service* of Canada as may be assigned or transferred to the Minister pursuant to any *Act* of Parliament. In carrying out the assigned or transferred duties, the Minister makes use of the services and facilities of that department or portion of the public service.

Ministries of State — when the formulation and development of new and comprehensive policies warrants the establishment of a special portion of the *public service* the *Governor in Council* may, by proclamation, establish a Ministry of State, with its own Minister, for that purpose.

Ministry — those members of the *Privy Council* who hold ministerial office. Presently, all members of the Ministry are also members of *Cabinet*.

Mixed-ownership — mixed public and private sector ownership.

Notice Paper — see *Order Paper*.

Office of Her Majesty — signifies those individuals appointed by *order-in-council* to hold office in any *branch of government*.

Order-in-council — the formal instrument by which the *Governor in Council* exercises its statutory or prerogative powers.

Order of the House — the adoption of a motion, by the House of Commons, for the production or papers with or without debate. The order is recorded in *Votes and Proceedings*. These in turn are revised and printed in the *Journals of the House of Commons of Canada*.

Order paper — the popular name given to the daily agenda of the *House of Commons*, known as the Order of Business and Notices.

Parliament of Canada — the Canadian legislature. It consists of the *Queen*, the appointed *Senate*, and the elected *House of Commons*.

Parliamentary Committee — after receiving second reading, each bill is usually referred to a committee to undergo detailed study and possible amendment. In both *Houses*, committees are of five main types: *Standing Committee, Standing Joint Committee, Special Committee, Special Joint Committee* and *Committee of the Whole House*.

Parliamentary precinct — the term is traditionally used to refer to the buildings on Parliament Hill, that is, the Centre Block, East Block, Confederation Building and Wellington Building. The term has never been officially extended to include the grounds around the buildings.

Parliamentary Secretary — a *Member of Parliament* appointed to assist a *cabinet minister*, particularly with respect to the Minister's parliamentary business. Appointments are for one year.

Person-year — a period of time worked by one person in one year, if employed full-time. It can also be an equivalent, such as two people working six months each.

Portfolio — the position and duties of the office of a *cabinet minister*.

Preferential tariff — a tariff which gives one or more nations lower rates or advantages over another.

Prime Minister (PM) — head of the Canadian government; sometimes referred to as the *First Minister*. Appointed by the *Governor General*, the Prime Minister is commissioned to form a government.

Privatization — altering the status of an organization from public to private control or ownership. See also *divestiture*.

Privy Council — the body of advisors to the *Crown*, appointed by the *Governor General*, on the advice of the *Prime Minister*. No minister may hold office without first being sworn to the Privy Council. Membership is for life, although by convention, only those who are currently members of the Ministry may advise the Crown. Members include all Ministers, former Ministers, and various distinguished individuals appointed as a mark of honour. The term is the short informal name for the *Queen's Privy Council for Canada* and is not to be confused with the *Privy Council Office*.

Privy Council Office — the *Prime Minister*'s public service department and Cabinet Secretariat.

Privy Councillors — are members of the *Queen's Privy Council for Canada*. Members are styled Honourable and may use the initials P.C. after their names. Being a member does not necessarily mean the individual is also a member of the *Cabinet*.

Proclamation — an official notice or order issued by a government.

Proprietary corporation — a *Crown corporation* that is responsible for the management of lending, financial, commerical or industrial operations. These operations produce or deal in goods and supply services to the public. They are ordinarily required to conduct their operations without parliamentary appropriations.

Prorogation — the act by which a session of *Parliament* is brought to an end.

Public corporation — a synonym for a *Crown corporation*.

Public service — those *branches of government* as listed in Schedule I, Part 1 of the *Public Service Staff Relations Act*. Additions and deletions to the Schedule are published as a Statutory Order and Regulation in the *Canada Gazette Part II*, but the references are also indicated in the latest Table of Public Statutes, found at the back of the most recently published Statutes of Canada.

Puisne — a term designating a superior court judge of subordinate rank.

Queen — head of state in whom all the powers of state are formally vested. *See also Crown.*

Queen's Printer — the title held by the Deputy Minister of Supply, of the Department of Supply and Services.

Queen's Privy Council for Canada — see *Privy Council.*

Regulation — any exercise of legislative power under the delegated authority of a statute. A regulation has the force of law.

Right Honourable — at title which, on assuming office, the *Governor General*, *Prime Minister* and Chief Justice of Canada can use for life, pursuant to the *Table of Titles to be used in Canada.*

Royal Assent — the approval of the *Crown*, which is required for any *bill* to become law after passage by both *Houses* of Parliament. *Royal Assent* is given by the *Governor General* or his or her deputy. If no other date is provided, the date of assent is the date the *Act* commences.

Royal Commission — a *commission of inquiry* established under the *Inquiries Act.*

Senate — one of the three components of *Parliament* (the others are the *Queen* and the *House of Commons*). Its members are appointed by the *Governor General*, on the advice of the *Prime Minister*. See also *House/Houses.*

Special Committee of Parliament — functions in the same manner as a *standing committee*, but is created in response to specific circumstances and needs. Special committees are usually appointed to consider a special topic, petition or *bill* and consequently have a narrower scope than a standing committee. They exist from their appointment until they have presented their final report.

Special Joint Committee — a *special committee* with both *Senate* and *House of Commons* membership.

Standing Committee — provided for in the Rules of the *Senate* and the Standing Orders of the *House of Commons*, standing committees are investigative and legislative in nature. They report to their respective *Houses*. Committee names suggest the subject matter each is concerned with, such as the Standing Committee on Agriculture. In the Senate, a Selection Committee, and in the House of Commons, a Striking Committee, place the members on committees. Most standing committees consist of 20 members. Members may serve on more than one committee. In the House of Commons, all political parties are represented on committees in approximately the same proportion as their relative membership in the House.

Standing Joint Committee — a *standing committee* having both *Senate* and *House of Commons* membership.

Statute — a law enacted by *Parliament.*

Statutory instrument — any rule, order, *regulation*, ordinance, direction, form, *tariff*, *letters patent*, *commission*, warrant, proclamation, by-law, resolution or other instrument issued, made or established. For a more detailed description refer to the *Statutory Instruments Act.*

Suffrage — the right to vote.

Supernumerary — more than the necessary number. The Tax Court of Canada uses additional judges called supernumerary judges to assist with the Court's responsibilities. Judges may elect to become supernumerary judges after a certain period of service to the Court.

Tariff — a list or schedule of duties or taxes imposed on imports and occasionally exports.

Tribunal — a judicial or deciding authority.

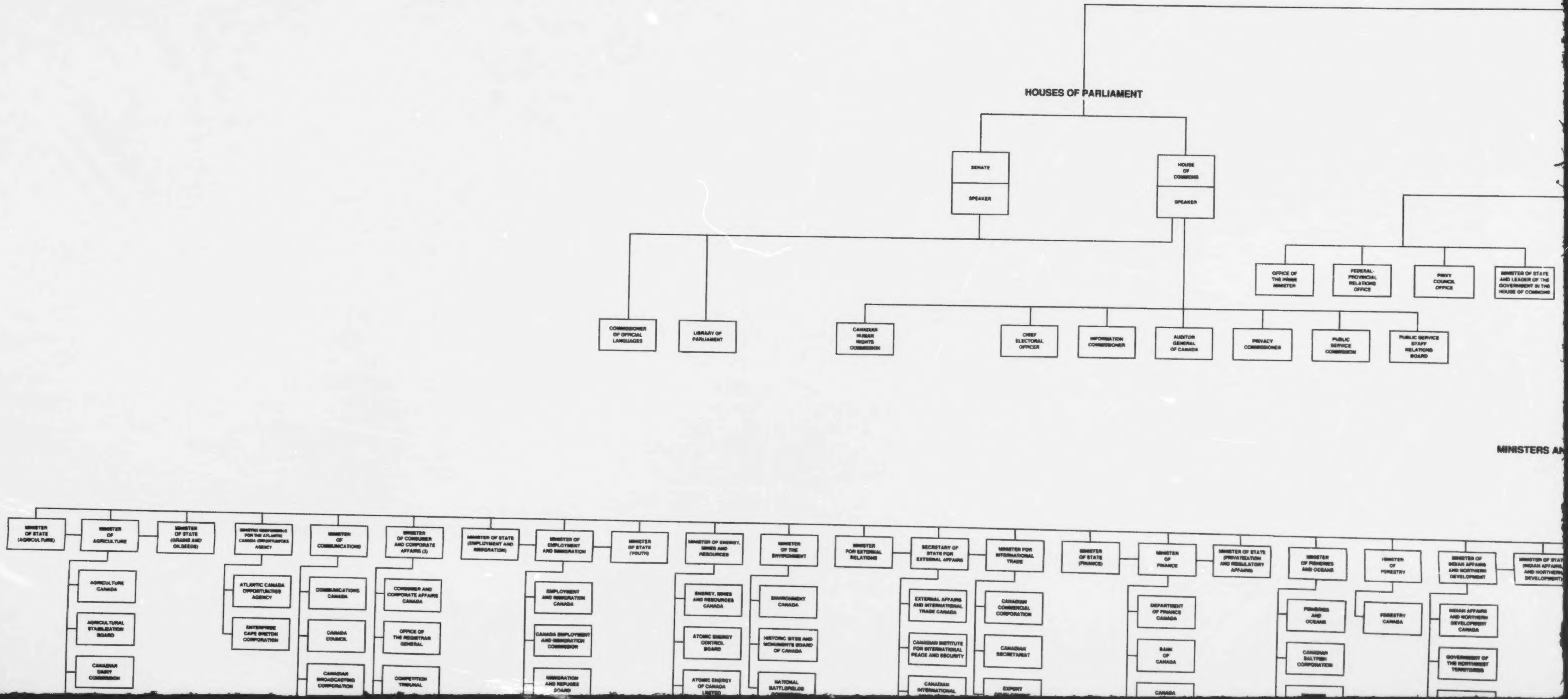
Votes — when issued in connection with the *Estimates*, votes refer to items which *Parliament* is asked to approve through *Appropriation Acts*. There is usually only one vote for each program. Exceptions are outlined in the Preface to the Estimates.

Votes and Proceedings — the official record of the proceedings of the *House of Commons* and the *Senate.*

White Paper — a statement of final, decided policy.

Government of Canada Gouvernement du Canada

ORGANIZATION OF THE GOVERNMENT OF CANADA
APRIL 1,1990


HOUSES OF PARLIAMENT
SENATE
SPEAKER
HOUSE OF COMMONS
SPEAKER
COMMISSIONER OF OFFICIAL LANGUAGES
LIBRARY OF PARLIAMENT
CANADIAN HUMAN RIGHTS COMMISSION
CHIEF ELECTORAL OFFICER
INFORMATION COMMISSIONER
AUDITOR GENERAL OF CANADA
PRIVACY COMMISSIONER
PUBLIC SERVICE COMMISSION
PUBLIC SERVICE STAFF RELATIONS BOARD
OFFICE OF THE PRIME MINISTER
FEDERAL-PROVINCIAL RELATIONS OFFICE
PRIVY COUNCIL OFFICE
MINISTER OF STATE AND LEADER OF THE GOVERNMENT IN THE HOUSE OF COMMONS
MINISTERS AN
MINISTER OF STATE (AGRICULTURE)
MINISTER OF AGRICULTURE
AGRICULTURE CANADA
AGRICULTURAL STABILIZATION BOARD
CANADIAN DAIRY COMMISSION
MINISTER OF STATE (GRAINS AND OILSEEDS)
MINISTER RESPONSIBLE FOR THE ATLANTIC CANADA OPPORTUNITIES AGENCY
ATLANTIC CANADA OPPORTUNITIES AGENCY
ENTERPRISE CAPE BRETON CORPORATION
MINISTER OF COMMUNICATIONS
COMMUNICATIONS CANADA
CANADA COUNCIL
CANADIAN BROADCASTING CORPORATION
MINISTER OF CONSUMER AND CORPORATE AFFAIRS (2)
CONSUMER AND CORPORATE AFFAIRS CANADA
OFFICE OF THE REGISTRAR GENERAL
COMPETITION TRIBUNAL
MINISTER OF STATE (EMPLOYMENT AND IMMIGRATION)
MINISTER OF EMPLOYMENT AND IMMIGRATION
EMPLOYMENT AND IMMIGRATION CANADA
CANADA EMPLOYMENT AND IMMIGRATION COMMISSION
IMMIGRATION AND REFUGEE BOARD
MINISTER OF STATE (YOUTH)
MINISTER OF ENERGY, MINES AND RESOURCES
ENERGY, MINES AND RESOURCES CANADA
ATOMIC ENERGY CONTROL BOARD
ATOMIC ENERGY OF CANADA LIMITED
MINISTER OF THE ENVIRONMENT
ENVIRONMENT CANADA
HISTORIC SITES AND MONUMENTS BOARD OF CANADA
NATIONAL BATTLEFIELDS
MINISTER FOR EXTERNAL RELATIONS
SECRETARY OF STATE FOR EXTERNAL AFFAIRS
EXTERNAL AFFAIRS AND INTERNATIONAL TRADE CANADA
CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY
CANADIAN INTERNATIONAL
MINISTER FOR INTERNATIONAL TRADE
CANADIAN COMMERCIAL CORPORATION
CANADIAN SECRETARIAT
EXPORT
MINISTER OF STATE (FINANCE)
MINISTER OF FINANCE
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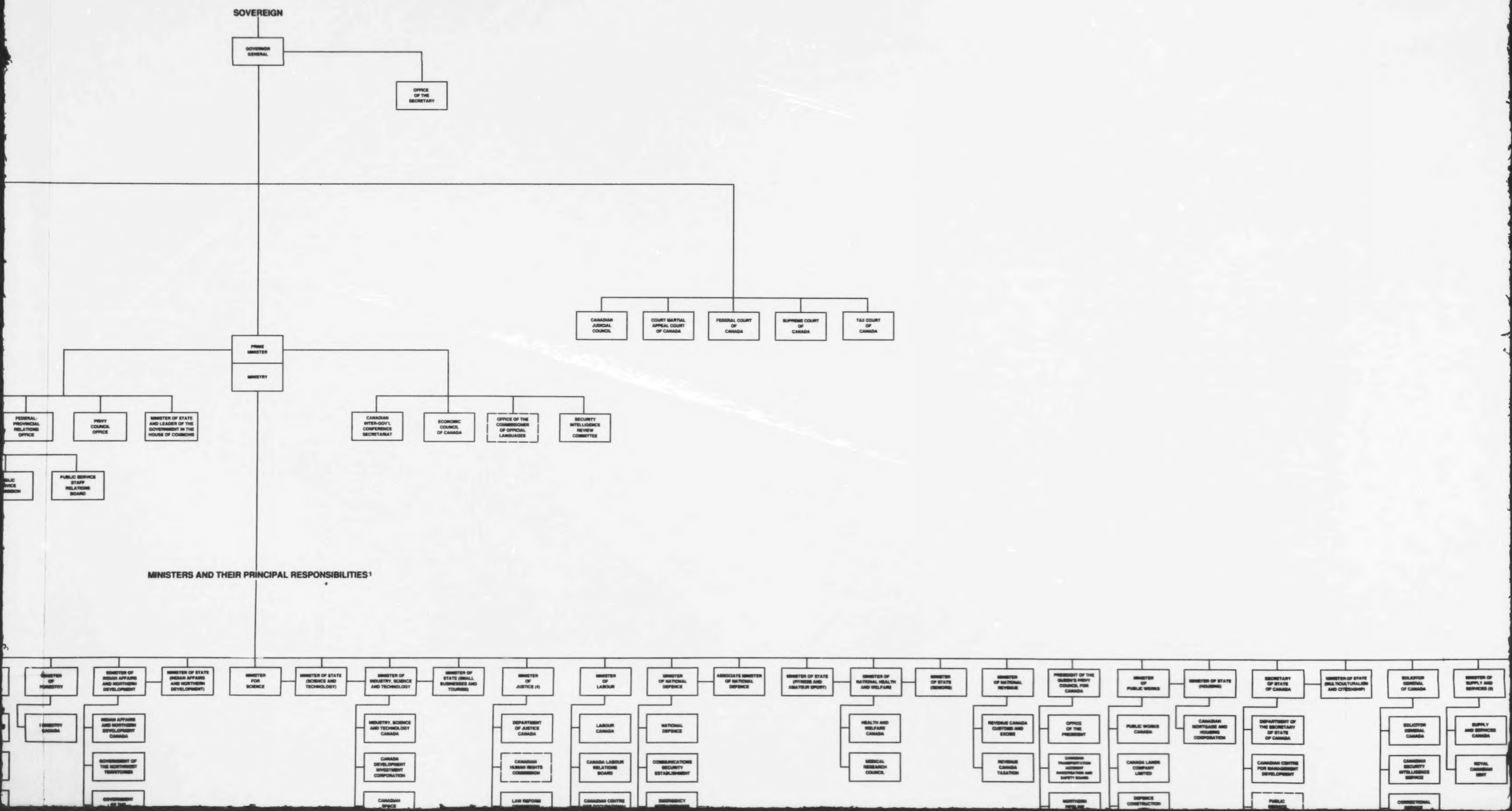
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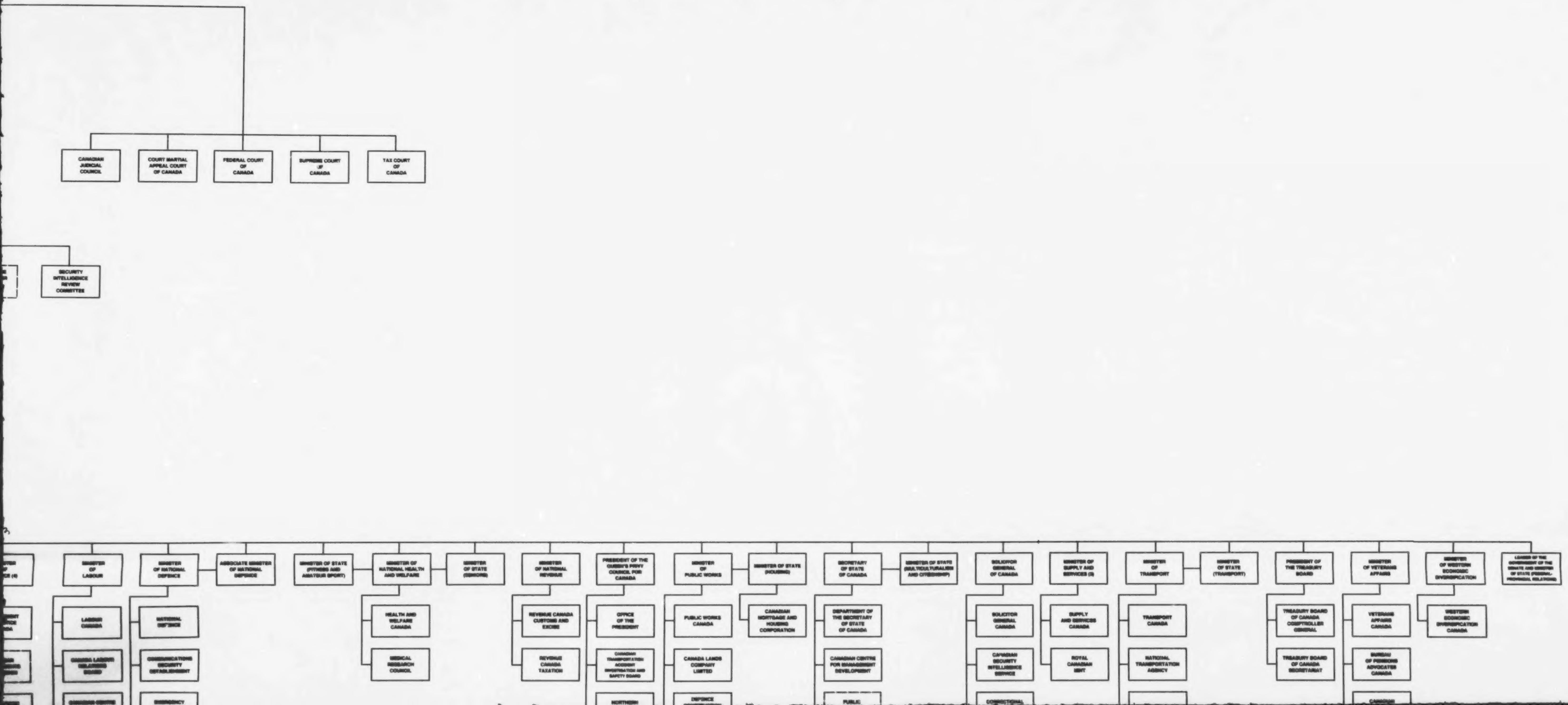
SUPPLY AND SERVICES CANADA
ROYAL CANADIAN MINT



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LEADER OF THE GOVERNMENT OF THE SENATE AND MINISTER OF STATE (FEDERAL-PROVINCIAL RELATIONS)

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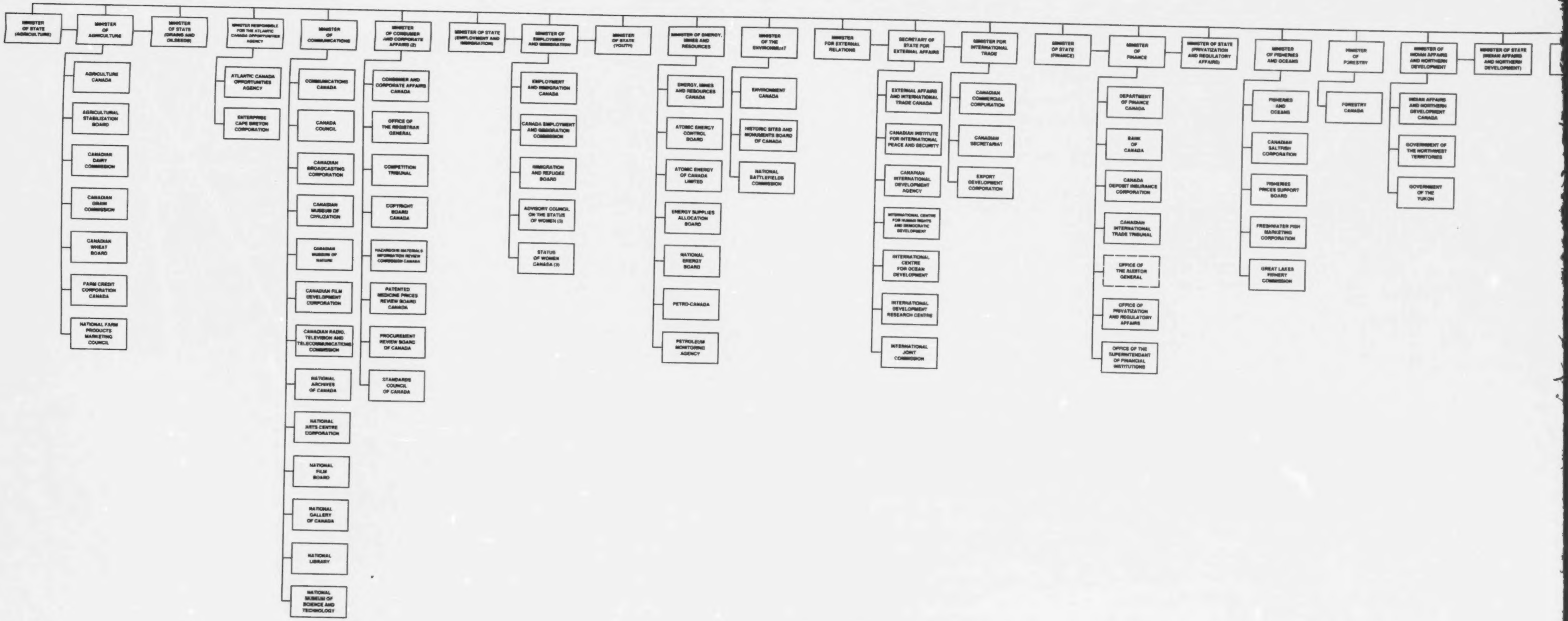
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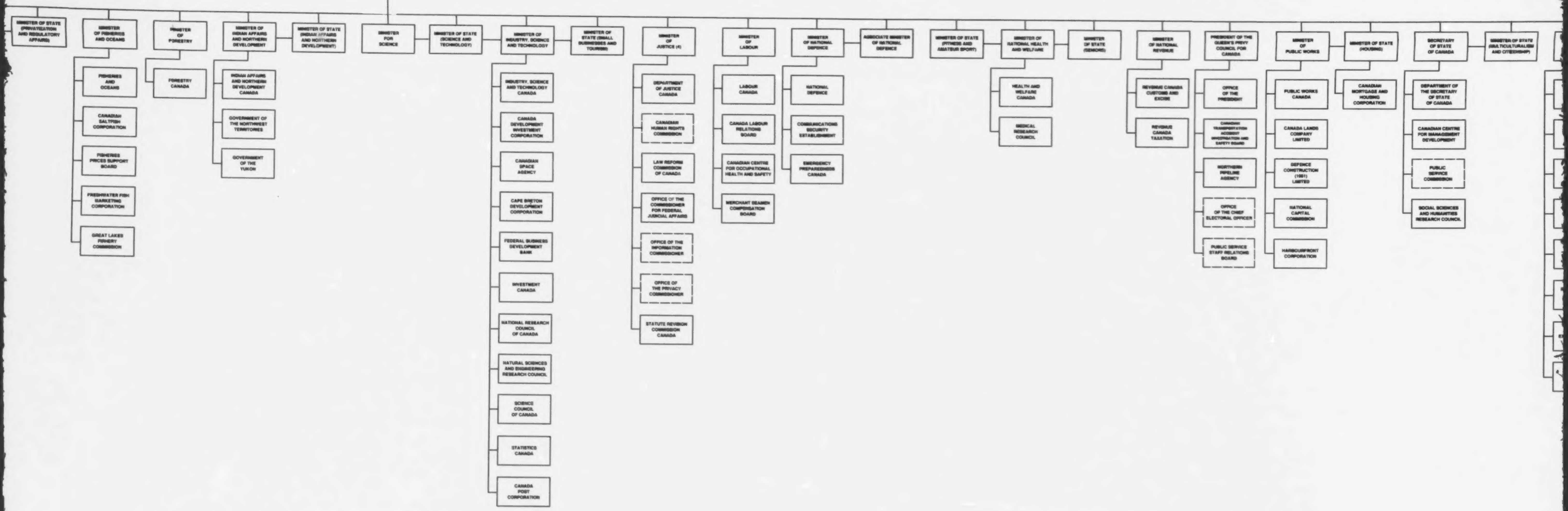
MINISTERS AND THEIR PRINCIPAL RESPONSIBILITIES[1]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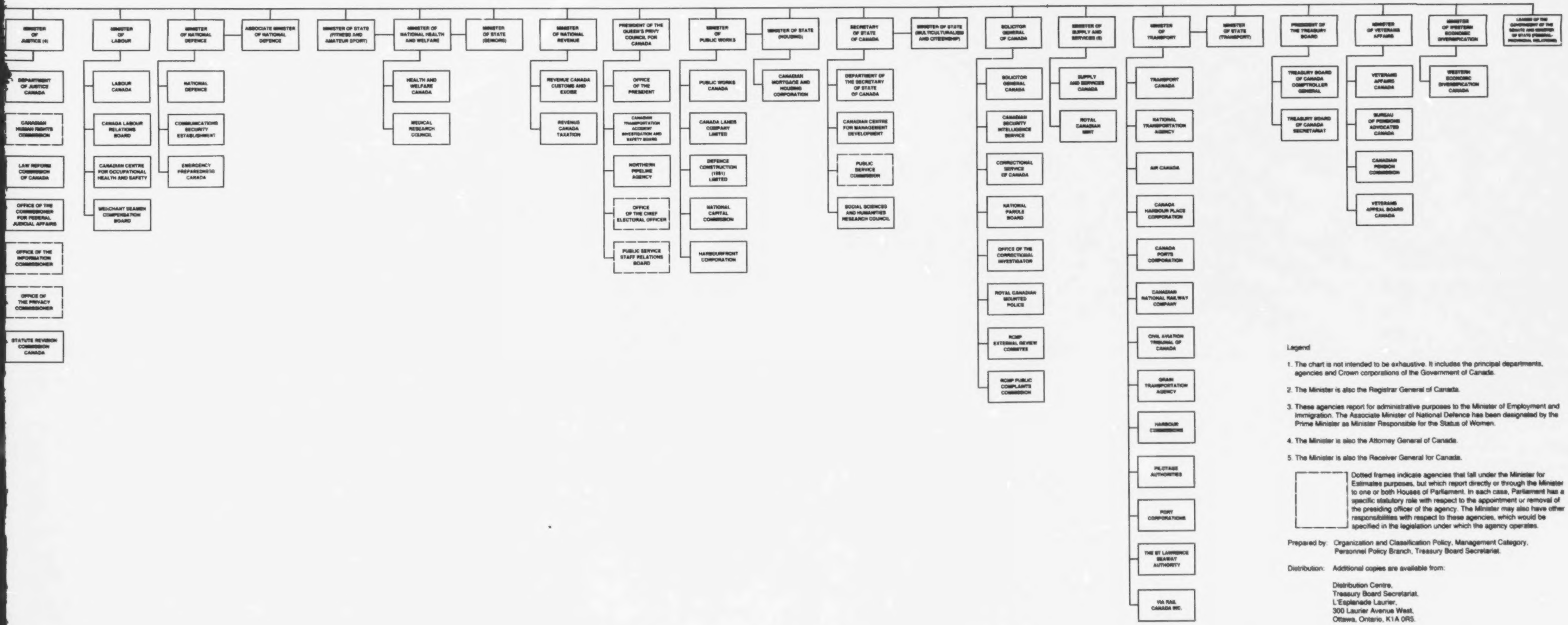
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Legend

1. The chart is not intended to be exhaustive. It includes the principal departments, agencies and Crown corporations of the Government of Canada.

2. The Minister is also the Registrar General of Canada.

3. These agencies report for administrative purposes to the Minister of Employment and Immigration. The Associate Minister of National Defence has been designated by the Prime Minister as Minister Responsible for the Status of Women.

4. The Minister is also the Attorney General of Canada.

5. The Minister is also the Receiver General for Canada.

Dotted frames indicate agencies that fall under the Minister for Estimates purposes, but which report directly or through the Minister to one or both Houses of Parliament. In each case, Parliament has a specific statutory role with respect to the appointment or removal of the presiding officer of the agency. The Minister may also have other responsibilities with respect to these agencies, which would be specified in the legislation under which the agency operates.

Prepared by: Organization and Classification Policy, Management Category, Personnel Policy Branch, Treasury Board Secretariat.

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